Jimmy Pham

404 Taylor Ave NW Unit A, Renton, WA, 98057 | (206)-474-8197 | jpjimmy09@gmail.com

# Education

## High School diploma | June, 2014 | Hazen High school

## Business Candidate | expected graduation June, 2021 | Bellevue college

* Major: Business/Loan Officer
* Related coursework: Economics (Micro & Macro)

# Skills & Abilities

**TECHNICAL SKILLS**

* Work with Microsoft word, powerpoint and excel
* Assemble/build a p.c off from scratch
* Practice JavaScript and Linux+ in coding/programming

**MOTOR SKILLS**

* Remove and install automobile parts in ranges from small to large with hard and awkward with necessary dexterity and strength.

## FLEXIBILITY/ADAPTABILITY

* Can adapt to new situations and challenges.
* Be flexible where employers and employees can work in balance.

## TEAMWORK/TEAM PLAYER

* Work with others for 6 months and succeed in handling jobs when it is needed.
* Able to cover other employer’s shifts when is needed.

## Communication

* Communicate with other employees or employers when a situation is needed.
* Can create a good environment and experiences for customers through communication.

## STRONG WORK ETHIC

* Sense of responsibility, able to exceed or work an amount of work/job that is needed for project or the work environment to function.
* Show up on time for work and get everything in store prepare for customers.

**POSITIVE ATTITUDE**

* Create a great experience for the customers, when entering and exiting the store.
* Answer questions and taking orders from customers, with a positive smile and tone in my voice.

# Experience

## Barista & Cashier | Bambu | JANUARY 2017 – JULY 2017

* Take orders from patrons/customers for desserts or beverages.
* Serve desserts or beverages to patrons/customers, and prepare or serve specialty dishes at tables as required.
* Receive payment by cash, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers

## Sales Associate | FOREVER 21 | AUGUST 2017 – FEBRUARY 2018

* Customer Care, answering customers questions and concerns.
* Issue refunds, receive payment by cash, credit & debit cards, vouchers, or any automatic debits.
* Able to assist customers with applying for credit cards and understanding basics of having it.
* Picking up phone calls and assisting customers with finding their wanted products, by looking through the computer system and product code.

**HOST ​| ​SUSHI MARU ​| FEBRUARY 2018 - AUGUST 2018**

* Responsible for answering phone calls and customer’s question
* Organize menus, supplies, and seating customers to their seats
* Handle cash for servers and customers
* Help servers with serving and taking customers orders

**CASHIER & SERVER | ​KATSU BURGER ​| FEBRUARY 2018 – MARCH 2019**

* Responsible for making fries, sides, and burgers when needed
* Serve customers when order is ready
* Taking customers orders and responsible for payment or refunds
* Handling, counting, and organize cash
* Clean the store when close
* Fix essential tools when is needed

**COOK, DISHWASHER, & SERVER | BOILING POINT | AUGUST 2018 – SEPTEMBER 2019**

* Responsible for cleaning utensils, equipment and essentials for the kitchen
* Prepare and delivering food to customers
* Restock utensils, food, and essentials for both the kitchen and front
* Handle food with absolute cleanliness to ensure safety of the food
* Responsible for wearing the proper attire for work

**RELOCATION TECHNICIAN & INFORMATION TECHNOLOGY| JETCITY | JULY 2019 – PRESENT**

* Responsible for reconnection & disconnection for PC, modem, cables, hub, docking stations, VGA, DVI, and monitors
* Fix any technical difficulties in wires and cables
* Organize and label computer components

**Management & Life Insurance Agent | AIL | SEPTEMBER 2019 – PRESENT**

* Call clients religiously
* Book appointments or resolve the clients
* Present program to the clients at their homes
* Ask medical questions to qualify for the program
* Take oral exams for the clients and send it to underwriting
* Send questions and documents to underwriting