

Uyen Le

Seattle, WA 206.465.8398 leu2@uw.edu

SUMMER INTERNSHIP

- Available for an interview through Skype immediately or a face-to-face interview after June 23, 2018.
- Available to work from June 25, 2018 to September 20, 2018

EDUCATION:

University of Washington, Seattle, WA
Intended Bachelor of Arts: Business

Graduation 2021

SKILLS:

- Excellent communication skills in Vietnamese and English
- Good teamwork and interpersonal effectiveness
- Strong work values, commitment to public services and working with diverse populations from many ages and countries.
- Computer/technical literacy: Mac, Windows OS, Social Media Platforms (Facebook, Instagram, Snapchat), Microsoft Office (Word, Excel, Powerpoint), Adobe Indesign, Google Analytics

EXPERIENCE:

UW Housing & Food Services

Student Assistant

Seattle, WA

April 2018- present

- Operate point of sales (POS) system; receive cash, count change, receive card payments from customers.
- Collaborate with other assistants to monitor and organize salad bar, pasta bar, special dish bar.
- Make espresso beverage.
- Assemble, plate, package, and serve items/food to customers.
- Bus tables, remove garbage, and clean counters, shelves, fixtures, etc.

Seaside Terrace Retirement

Volunteer

Fountain Valley, CA

January 2017-May 2017

- Organize outings and activities for residents
- Work along side with about 20 staffs and other volunteers to build a strong network of care
- Take care of residents' daily needs such as helping residents eat, clean, sort out clothes, walk, etc.
- Gained insight into community health.

King of Glory Preschool

Teaching Assistant

Fountain Valley, CA

September 2016-December 2016

- Help organize activities for kindergarten children.
- Work along side with teachers to prepare and plan lessons to educate children
- Take care of their daily needs such as eating, cleaning, playing, etc.

Drama Tech

Assistant Manager

Andover, NH

November 2015-May 2016

- In charge of costume team, appoint costumes for thirty actors and singers.
- Arrange clothing storages, and fix clothes.
- Collaborate with logistic team to contribute to setting up stages
- Help doing makeup for actors before stage

ADDITIONAL EXPERIENCE:

Vien Minh Temple (2017)

One-day Volunteer

Garden Grove, CA

- Help set up for event, prepare and provide food to attendees.
- Fundraise for the temple by promoting and selling tickets.

MD Lunar New Year (2017)

One-day Volunteer

Santa Ana, CA

- Collaborate with ten other people for the Lunar New Year event at Mater Dei High School.
- Organize booths and activities for participants.