

# Jessica Mai Dao

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950 Harrington Ave NE, Renton, WA 98056

## EDUCATION

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<b>Oliver M. Hazen High School</b>	2011 – 2015
<b>University of Washington, School of STEM</b>	Expected June 2023
<i>Major: Interactive Media Design</i>	
<b>Bellevue College</b>	2020
<i>Associates Arts and Sciences, AAS-DTA</i>	
<b>UW Coding Bootcamp</b>	2020 - 2021

## EXPERIENCE

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<b>Baron's Kitchen and Bar: Waitress/Cocktail</b> – Bellevue, WA	November 2019 - Present
<ul style="list-style-type: none"><li>- Served guests in a fast-paced environment and managed time for an optimal experience for each guest</li><li>- Assisted guests with making menu choices in an informative fashion, while suggesting additional items to increase restaurant sales</li><li>- Entered food and beverage orders through POS system (Aloha)</li></ul>	
<b>Gogo Sushi: Server</b> – Vancouver, WA	Jan 2019 – June 2019
<ul style="list-style-type: none"><li>- Promptly seated customers and took orders</li><li>- Delivered food and drinks to customers in a timely manner</li><li>- Cleared and reset tables in a timely fashion</li><li>- Ensured cleanliness of both dining and back of house throughout the day</li><li>- Closed the restaurant, as we as clean all work areas, equipment's, utensils and ensured they are stored appropriately in accordance to state law</li><li>- Wrote out checks and rang up customers, ensuring proper money handling</li></ul>	
<b>Aegis Living: Med Tech/Lead NOC Med Tech</b> – Bellevue WA	Feb 2017 – Aug 2018
<ul style="list-style-type: none"><li>- Administered medications and insulin to residents</li><li>- Report all changes in residents condition to supervisor according to policy</li><li>- Worked with hospice to provide comfort to residents that are terminally ill, including post-mortem care</li><li>- Trained new staff within care team and med techs</li><li>- Supervised the NOC shift care staff</li><li>- Worked 40+ hour NOC shifts per week, with occasional overtime Wrote out checks and rang up customers, ensuring proper money handling</li></ul>	
<b>Seattle Children's: Volunteer</b> – Seattle, WA	Oct 2015 – May 2018

## SKILLS

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- Food Handlers and Alcohol Serving Permit
- Bilingual: Fluency in English and Vietnamese
- Proficient with Microsoft Word, Excel and PowerPoint
- Average of 85 WPM