

Elizabeth Chau

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EDUCATION

C.T. Bauer College of Business, University of Houston, Houston, TX

Bachelor of Business Administration in Pre-Business

Expected Graduation: Spring 2019

Bauer Business Honors Program

Cumulative G.P.A.: 3.1

PROFFESIONAL EXPERIENCE

Delivery Fleet – Sales Associate, Houston, TX

Jun 2016 – Aug 2016

- Present to at least 5 businesses each day about delivery services
- Manage time to research prospective customers and set up appointments for follow ups
- Introduce business solutions to potential customers where they may have worries

PROFESSIOINAL SKILLS

MOS Certified

- Microsoft Word 2010
- Microsoft PowerPoint 2010
- Microsoft Excel 2010

Computer Skills

- Python
- Microsoft Access

Languages

- Proficient in Cantonese Chinese
- Basic Knowledge in Spanish

ACADEMIC EXPERIENCE (*Sept 2015-Present*)

MISSO (Management Information Student Organization) – Member, Houston, TX

Operation Committee (2015)

- Prepare and setup professional events and workshops
- Identify the proper professional attire and etiquette for corporate events

ABSA (Asian Business Student Association) – Member, Houston, TX

- Attend business workshops and corporate events by various companies
- Engage in fundraising activities such as bake sales and donations

Global Medical Brigade – Member, Houston, TX

- Help fundraise for medication and flight tickets by engaging in various activities
- Assist in planning and managing weekly bake sales that averages \$400 in revenue per bake sale
- Collaborate in members to improve our profit in bake sales and amount of sponsorships

VOLUNTEER EXPERIENCE

Global Medical Brigade in Nicaragua – Volunteer, Estelí, NI

May 2016

- Triage over 750 patients total in Nicaragua
- Build sanitation room for 3 families and dug a trench for a new water plumbing system
- Taught the children in the community about dental hygiene

Houston Texans Game – Volunteer, Houston, TX

Nov 2015

- Manage successful delivery of over 170 meals total in sections with 300 plus people
- Collaborate with 18 other volunteers to efficient distribute the orders
- Assist football fans to their seats and suggest available resources to resolve their conflicts

The House of Amos – Volunteer, Houston, TX

Jun 2012 – Aug 2015

- Organize and sort nonperishable goods to be distribute to more than 400 low-income families
- Photograph over 100 quality photos for annual Christmas Party
- Manage store stall and sold merchandise for over \$200

INTEREST

- Badminton, Racquetball, Kayaking