

Emily Lo
415.994.4846
loemily@yahoo.com

Education

University of California, Santa Cruz, Santa Cruz, CA **September 2018 – June 2020**
Bachelor of Arts, Major in Psychology, Minor in Technology Information and Management

Relevant Experience

Intro to Technology of Management, Santa Cruz, CA **September 2019 – June 2020**

- Lead team to collaboratively plan, design and develop technology company focusing framework of management, development and commercialization of our product
- Designed supply chain network to distribute product from suppliers through manufactures to customers
- Have experience working with Microsoft Windows operating system, MS Office software including Word, Excel and PowerPoint

Work Experience

Costco Wholesale, South San Francisco, CA **May 2017 - Current**
Front End Supervisor

- Ensure warehouse runs efficiently by maintaining productivity, keeping shopping lines moving smoothly and accommodating members
- Delegate employees to complete tasks and scheduling their breaks and lunches
- Secure warehouse by following proper closing procedures

Costco Wholesale, South San Francisco, CA **August 2016 - May 2017**
Front End Assistant

- Provided member service by push carts and bagged member's items
- Operated the cash register in an efficient and timely manner
- Processed and returned merchandise to their appropriate area
- Awarded Employee of the Month (October 2016)

Leadership Experience

George Washington High School Dragon Boat Club **January 2014 – May 2016**
Team Secretary (2016)
Team Vice President (2014)

Volunteer Experience

UCSF Hospital, San Francisco, CA **June 2014 – August 2016**
Mills Peninsula Hospital, Millbrae, CA

- Restocked medical discharge forms & take inventory for nurses
- Delivered and scanned patient's specimens to laboratory for processing
- Filed patient's paperwork into file cabinets and computers