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# Youtthaphixay Chanthala

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## SKILLS

- have experience with conflict resolution among peers
- Have the ability to assess situations and resolve problems.
- High attention to detail and continuous effort to improve systems and processes.
- Proficient with Google spreadsheet, Google Doc and Google Slide

## EXPERIENCE

### **Blue Star Donuts, 1701 SW Jefferson St, Portland, OR 97201 –**

*HR Assistant*

September 2023 – Current

- Support the Director of HR to assist in executing strategies that relate to the Human Resource department
- Familiarity with the utilization of all company information systems and other programs or equipment
- Oversee all payroll documentations, audits , reminders ect

### **Blue Star Donuts, 1701 SW Jefferson St, Portland, OR 97201 –**

*Retail Guide Team member*

March 2022 – September 2023

- Kept track of inventory and supplies.
- Prepped supplies and work area for rush hour.
- Worked closing shifts which included all necessary functions to close down the store.

### **Bai Mint Thai, 4408 SE Woodstock Blvd, Portland, OR 97206 –**

*Sou-chef*

September 2016 – February 2019

- Was in charge of cooking and keeping up with a fast paced environment.
- Kept track of inventory and supplies.
- Maintained a clean and organized work area.

## Reference:

Krit, Bai Mint Thai, Manager (503)459-8811

Christina Sharon, Blue Star Donuts, Director of HR (503)-459-2767