

Brenda Chau

✉ brendxss@gmail.com ☎ (725) 666-4482 📍 Las Vegas, NV

🌐 <https://brendachau.github.io/portfolio>

SUMMARY

Highly motivated and responsible college student who's extremely eager to learn new skills, as well as adding work experience/internships under belt. I have a strong work ethic, time management skills, and am committed to performing at the highest level I can.

EDUCATION

College of Southern Nevada

Associate of Applied Science: Web Development

Aug 2021 – May 2024

Las Vegas, NV

SKILLS

- | | | |
|-------------------|---------------------|------------------------|
| • Adobe Photoshop | • Adobe Illustrator | • Adobe Indesign |
| • Microsoft Word | • Microsoft Excel | • Microsoft Powerpoint |
| • HTML5 | • CSS3 | • JavaScript |

PROFESSIONAL EXPERIENCE

N/A

ORGANIZATIONS

Opportunity Village's Thrift Store

Volunteer

2021 – 2023

Las Vegas, NV

- Helped guests with questions, finding items, and sometimes calling an employee to finalize a sale.
- Tasked with organizing clothes from the backroom onto the racks.
- Picked up clothing/items off the floor/clothes hanger.

Opportunity Village's Magical Forest

Volunteer

Dec 2021

Las Vegas, NV

- Directed guests on which platform/section to line up on for a smooth and quick transition onto rides.
- Helped guests with questions and directions.
- Responsible for the safety of customers by ensuring no one is on the train tracks and/or they stopped in front of the gate arm when the train is approaching.

CERTIFICATES

Office2019: Microsoft Office Specialist: Excel Associate