

# Brenda Chau

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🌐 <https://brendachau.github.io/portfolio> 🗨 discordapp/users/b5\_\_

## SUMMARY

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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

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### University of Nevada

*Bachelor of Science Computer Science*

Sep 2024 – present

Las Vegas, NV

### College of Southern Nevada

*Associate of Applied Science: Web Development*

Aug 2021 – May 2024

Las Vegas, NV

## SKILLS

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

## PROFESSIONAL EXPERIENCE

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### Host Person

*Bellagio*

Apr 2024 – present

Las Vegas, NV

- Experience with SevenRooms and InfoGenesis.
- Greeted guests politely and answered inquiries.
- Seated guests and managed the seating chart of up to 350 covers daily.
- Multitasked with packaging to-go orders, folding table cloths, answering phone calls, taking orders, making reservations, and restocking sauces/utensils.
- Assisted food runners with tickets.
- Worked with casino hosts' to provide VIP/Noir guests with a wonderful experience.
- Accomodated guests according to their needs, including providing high chairs and ensuring wheelchairs customers felt comfortable.

## ORGANIZATIONS

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### Opportunity Village's Thrift Store

2021 – 2023

*Volunteer*

Las Vegas, NV

- Helped guests with questions, finding items, and occasionally flagging an employee to finalize a furniture sale.
- Tasked with organizing clothing from the backroom onto the racks based on category, gender, color, and sizes.
- Recovered clothing and items off the floor.

### Opportunity Village's Magical Forest

Dec 2021

*Volunteer*

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 everyone remained behind the gate arm as the train approaches.

## PROJECTS

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### Mock CSN Exam Registration System

Sep 2024 – Dec 2024

- Used HTML, CSS, JavaScript, Django, MySQL, and Python.
- Designed the front-end for the landing, FAQ, and login/registration page using HTML and CSS.
- Incorporated mobile viewport to ensure guests are able to navigate smoothly regardless of device used.
- Communicated regularly with team members to ensure tasks were being completed and/or assisted if needed.
- Demonstrated using the SDLC by performing sprints and using Jira to create storyboards and epics.
- Shared code and revisions using GitHub

### NutriFit Website Makeover

Nov 2023 – Dec 2023

- Redesigned website while maintaining wording, layout, and theme for consistency.
- Reduced text size and added headers to provide readability.
- Used a repetition of colors to provide stability throughout webpage.
- Removed emojis from original website to deliver additional credibility and professionalism to webpage.

## CERTIFICATES

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**Office2019: Microsoft Office Specialist: Excel Associate** |

**National Career Readiness Certificate (NCRC) Gold**  — ACT WorkKeys |

**Certification of Completion: Front-End Web Developer**  — ed2go