

Brenda Chau

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🌐 <https://brendachau.github.io/portfolio> 🗨 discordapp/users/b5__

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

Host Person

MGM, 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.
- Multitasked with packaging to-go orders, folding table cloths, answering phone calls, taking orders, making reservations, and restocking sauces/utensils.
- Assisted servers by handing out appetizers and grabbing food from the kitchen.

ORGANIZATIONS

Opportunity Village's Thrift Store

Volunteer

2021 – 2023

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

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 everyone remained behind the gate arm as the train approaches.

CERTIFICATES

• **Office2019: Microsoft Office Specialist: Excel Associate** | • **National Career Readiness Certificate (NCRC) Gold**  — *ACT WorkKeys*