

# 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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### 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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### E-Commerce Retailer

*Self-Employed*

Jan 2021 – present

Las Vegas, NV

- Researched items to make a detailed description.
- Set pricing according to market analytics and emerging trends.
- Packaged items appropriately with proper shipping supplies.
- Handled customers inquiries and issues in a timely manner.
- Recorded all transactions and kept track of inventory.
- Maintained 5 star ratings across 3 e-commerce application platforms.

## ORGANIZATIONS

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### 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**

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

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