

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

E-Commerce Retailer

Self-Employed

Jan 2021 – present

Las Vegas, NV

- Researched items to make an informative and 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

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 that they stopped in front of the gate arm when the train is approaching.

CERTIFICATES

Office2019: Microsoft Office Specialist: Excel Associate *(Earned on: May 13, 2022)*

National Career Readiness Certificate (NCRC) Gold *(Issued on: March 14th, 2022)*