

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

N/A

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)*