

# Brenda Chau

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🌐 <https://brendachau.github.io/portfolio> 💬 [discordapp/users/b5\\_\\_](https://discordapp.com/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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### 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 food runners with tickets.

## 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* |

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