

Brenton Nguyen

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Education

Thomas Jefferson High School

GPA: 3.875/4.0

Auburn, WA

September 2020 – Expected June 2024

Highline Community College

GPA: 3.6/4.0

Des Moines, WA

September 2022 – Expected June 2024

Work Experience

Tea Time & Coffee

Boba Tea *Barista*

Tukwila, WA

February 2024 – Current

- Upheld cleanliness and sanitation standards, adhering to national and state health codes and regulations.
- Created and served a variety of specialty beverages and desserts, consistently meeting high standards of taste and presentation.
- Interacted with customers in a friendly and professional manner, providing menu information and recommendations tailored to their preferences.
- Collaborated with team members to enhance workflow and efficiency during occasional peak times.
- Trained new staff on best practices, beverage preparation, and customer service techniques.
- Assisted in monitoring and restocking inventory levels to ensure the availability of ingredients and supplies.

Landlord Assistant

Property Maintenance

Auburn, WA

October 2023 – April 2024

- Assisted in property maintenance and repairs with father, contributing to the upkeep of rental properties and ensuring tenant satisfaction.
- Supported with tenant inquiries and rent collection, fostering positive landlord-tenant relationships
- Cleaned vacant units to ensure their readiness for future tenants, maintaining high standards of presentation and appeal to potential renters.

Glow Tea
Boba Tea Barista

Auburn, WA
September 2022 – February 2023

- Prepared and served a variety of high-quality boba tea drinks and custom-made food, ensuring consistency in taste and presentation.
- Engaged with customers in a friendly, professional, and knowledgeable manner.
- Implemented and maintained rigorous cleanliness standards, ensuring compliance with all health and safety regulations.
- Managed cash transactions efficiently, ensuring accuracy and providing prompt service during busy periods.

Thomas Jefferson High School
Freelance High School Tutor

Auburn, WA
March 2022 – June 2022

- Taught User Interface (UI) Design, in English, and Spanish to tutees.
- Carried tutoring in one-on-one sessions weekly.
- Tutored 5 students with a 100% pass rate.
- Ensured a student to obtain above passing score on their AP Computer Science website project.
- Assisted foreign students with their coursework by going over past and current lessons in Layman's terms.

Mission Foods
Stocker Volunteer

Fife, WA
July 2019 – September 2019

- Loaded and unloaded food products on assigned routes filling up shelf space in markets.
- Replaced and discarded any old and damaged goods from shelves and truck inventory.
- Aided with loading and organizing physical inventory in trucks from the warehouse before stocking.
- Maintained neatness and fullness of company products for consumers to comfortably purchase.

Leadership & Activities

Key Club
Webmaster

Auburn, WA
April 2023 – March 2024

- Produced and edited captivating short-form content across various social media platforms including TikTok, YouTube, and Instagram, staying up-to-date with trends, resulting in over 16,000 views total.
- Developed a user-friendly main website for the club, streamlining access to essential materials like meeting slides, forms, and newsletters.
- Organized and led the creation of five specialized committees, each with distinct goals, which enhanced member

participation and facilitated successful fundraising efforts.

Key Club

Treasurer

Auburn, WA

April 2022 – April 2023

- Manage and devise a budget for the club; Ensure club activities abide by the budget.
- Collected membership dues and coordinated with the club secretary to ensure accurate and timely submission of dues to the organization's national database.
- Find fundraisers to raise money for club activities weekly.
- Accumulated over \$500 from selling homemade Boba Tea and custom-manufactured stickers from local schools attended by over 1000 students.
- Reconstructed new meeting formats and leisure activities with the officer board that stimulated an increase in membership retention.

Skills & Interests

Technical: MS Word, Excel, OneNote, Google Forms, Adobe Photoshop, Adobe Illustrator, VsCode

Language: Vietnamese (Intermediate), Spanish (Intermediate)

Interests: User Interface Design (UI), Coding in Python and Java – Intermediate Level, Coding in HTML, JavaScript, CSS – Beginner Level