Bryton Tateishi

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**Summary**

Graduate of Oregon State University. Background in psychology, customer service, sales, supervising, and recruitment. Interested in information technology and human resources.

**Employment History**

**Watson Immigraiton Law**

Legal Assistant, July 2020-Present

Process potential clients and provide assistance with intake and our data protection and privacy policy, schedule meetings and consultations, process and manage admin paperwork for clients, and draft engagement contracts for various immigration cases. Work with QuickBooks to handle client billing and manage client billing accounts. Assist with various employment, family, and investment-based visas, adjustment of status' and naturalizations.

**Career Strategies,** Bellevue, WA

Recruiter, November 2018- April 2020

Screened, interviewed, recruited, and processed (payroll, background check, and verify employment authorization) a team of 100+ employees and trained them in the knowledge of fair housing laws and regulations. I would interact with clients of property management companies and help fulfill their staffing needs. I would lead a team and staff for various housing communities with leasing and maintenance candidates.

**The Melting Pot,** Seattle, WA

Key Employee (Supervisor), August 2015 – February 2018

Heavily customer service-based job duties including (but not limited to) going above and beyond the standard of restaurant service to ensure customer satisfaction in a casual fine dining setting. Marketing specific featured products to customers that are promoted by the company, helping and supporting other employees with various tasks. During key employee shifts, I would manage the restaurant in the absence of a manager and the entire front of house employees. Processed end of day sales.

**Education**

**Oregon State University**, Corvallis, Oregon

BS in Psychology, Minor in Biology, Graduated July 2015

**Awards and Recognition**

**Knights Valor Award** June 2011

Recognition for 100+ hours of community service.

**Center Against Rape and Domestic Violence certified advocate**

Certified with thorough training on legal, medical, and emotional support for victims of domestic violence.