

Caitlyn Dao

4521 Laura Way, Union City, CA 94587

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on responsibilities to meet team goals.

Skills

- Teamwork and Collaboration
- Dependable and Responsible
- Organization and time management
- Flexible and Adaptable

Education & Credentials

James Logan High School, Union City, CA, **GPA** 4.44, Diploma expected 2025

Work Experience

Indigo Burger Cashier | June 2023 - now

- Facilitated the intake and output of orders in a timely manner
- Multitasking making drinks, operating the frier, and delivering orders

Activities & Club Experience

Vietnamese Student Association Club Representative | October 2021 - May 2025

- Organize and manage club events and meetings
- Help facilitate connecting students with similar backgrounds, while building a stronger Vietnamese community

Community Service Club Secretary | October 2021 - May 2025

- Coordinating schedules and keeping files of members
- Recording necessary documents and data

James Logan Badminton | February 2022 - May 2024

- Varsity division of James Logan Badminton
- Team member and competes in the Tri city area

Awards & Honors

- Superintendent Honor Roll for consecutive years