

CAITLIN JUNG

caitlinjung1998@gmail.com

480-208-3542

Education

- **Arizona State University**, College of Health Solutions | 08/2016 - 05/2020
 - Bachelor of Science, Kinesiology
 - Minor: Business Administration

Work History

- **RA Sushi Bar & Restaurant** / Key Raker, Bartender, Server
 - 06/2018 - 12/2020, Scottsdale, AZ
 - Food & Alcohol service certifications (exp. 2023)
 - Provide attentive and formal customer service
 - Weekly alcohol inventory and process orders
 - Prepare drinks for every guest in the restaurant while taking tables, keeping the bar up to code
 - Introduce menu to guests, offer suggestions and recommendations, take orders and collect payments

Proficient in: Sysco and Wismettac ordering systems, Aloha, OpenTable, Food Delivery Apps (Postmates, DoorDash, etc.)

- **Spooner Physical Therapy** / Physical Therapy - Internship & Assistant
 - 05/2018 - 10/2018, Ahwatukee, AZ
 - CPR & First Aid Certified (exp. 2019)
 - 100 hours of observation - internship
 - Oversaw manual, correctional, and exercise therapy of all ages and injury types
 - Track progress and assisted in the program design tailored to each patient

Proficient in: Exercise-based approaches, manual patient logging, ECG/EKG electrode placement, AlterG® Anti-Gravity Treadmill™

- **Aspire Kids Sports Center** / Gymnastics Coach
 - 05/2012 - 05/2020, Chandler, AZ
 - Artistic gymnastics - teach new skills and perfecting developed skills, critique and instruct routes on each apparatus along with assistance in spotting athletes
 - Trampoline and Tumbling (TnT) - create routines for elite, intermediate, and beginner athletes, teach and develop skills specified for power tumbling
- **Independence Gym** / Sales Associate
 - 12/2017 - 05/2018, Scottsdale, AZ
 - Sales of gym memberships, equipment, associated trainer programs, trainer rent fees, and class enrollment
 - Oversaw individuals enter the gym, track each account, and maintain a clean, safe environment
 - Daily data entry, inventory and stocking of items sold in the gym

Proficient in: MINDBODY

- **ENG Athletics** / Speed and Strength Coaching Assistant - Internship
 - 07/2017 - 11/2017, Tempe, AZ
 - Assess athletes in varying sports on their abilities and create specialized dynamic programs to improve speed and strength
 - Collect personal and progression program data and compare to past performance and goals

Proficient in: Basic coding (HTML5 & CSS), Google Apps (Gmail, Drive, Calendar, etc.)
- **RepWest Insurance Company** / Administrative Assistant
 - 05/2016 - 08/2016, Phoenix, AZ
 - Shadow the floor manager of the insurance on Uhaul storage spaces and facilities
 - Communicate with each policy-holder account and collect information for a Safstor claim
 - Enter and update informative data for the policy holder to maintain their account and payment history

Proficient in: Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- **Sandbar Mexican Grill** / Hostess & Foodrunner
 - 06/2015 - 11/2017, Chandler, AZ
 - Responsible for seating customers in appropriate server sections
 - Assist servers to maintain the flow of food from kitchen
 - Collecting cover payments and oversee guest occupancy for special events

Proficient in: RPower

Involvement

- **Kappa Alpha Theta**, Arizona State University
 - 09/2016 - 09/2018, Tempe, AZ
 - ◆ *Director of Music Education*
 - ◆ *Intramural committee - equipment*
 - Delivered an experience by creating dance moves and words to sing. Correlating with the chapter and Arizona State University values, performed at school events for the community.
 - Attend individual intramural team meetings within the chapter, discuss team uniform and equipment needs each year, create uniform designs, order, process and record payments of expenses
 - Identified problems as a team and discover a solution
- **GiGi's Playhouse:** Non-Profit organization dedicated to raising Down Syndrome awareness
 - 09/2019 - 10/2019,
 - Advocate for change on the way the world views Down Syndrome and send a global message of acceptance for all.
 - Educate the community about Down Syndrome disorder and providing information about the special needs community
 - Support the program host and interact with the kids, set up and take down used for the program

Skills

- Patient care / preparation / assessment

- Customer / Clientele services
- Communication & Collaboration
- Interpersonal
- Organization & Planning
- Critical thinking & Decision-making
- Database entry / Documentation