

Wendy Vu

SUMMARY

Results-focused professional with strength in problem-solving, creating and planning. Proactive leader with strengths in communication and collaboration. Proficient in leveraging interpersonal relationship and psychological cognitive knowledge to promote a motivated workplace environment. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes.

EXPERIENCE

Pho 36 - Assistant Manager

Lynnwood, WA • 06/2021 - Current

- Collaborated with staff to maximize customer satisfaction, streamline procedures, and improve bottom-line profitability.
- Established and created training programs to enhance employee knowledge of best practices, resulting in improved customer satisfaction.
- Implemented and enforced policies and procedures by coordinating with company leaders, coaching employees and overseeing staff activity.

Seattle Colleges - ESL Volunteer Teacher

Seattle, WA • 09/2021 - Current

- Taught lessons encompassing range of skill-building activities for speaking, writing, reading and listening.
- Customized small group and individual classroom activities based on differentiated learning needs.
- Created opportunities for adult students to actively engage with one another in small and large group interactive learning sessions.
- Engaged in cultural immersion programs with students to further augment global understanding.

Burgermaster - Server

Bothell, WA • 09/2018 - Current

- Met or exceeded sales targets on consistent basis with proactive promotional strategies.
- Practiced safety and loss prevention procedures, adhering to universal precautions and infection control guidelines.

CONTACT

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SKILLS

- Relationship management
- Client engagement
- Mediation and advocacy talent
- Administrative assistance
- Team development
- Bilingual communication
- Experience in leadership

EDUCATION AND TRAINING

Bachelor of Arts: Psychology University of Washington

Seattle • Expected in 06/2022

- Dean's List Honoree
- 3.85 GPA
- Husky Promise Recipient
- Major in Psychology
- Minor in Diversity

LANGUAGES

English:

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Native/ Bilingual

Vietnamese:

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Full Professional