

Phanitchaphon (Totee) Setthachuea

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Experience

Executive Assistant (Rotational Intern), HoyleCohen LLC

January 2018 - June 2018

A Wealth Management firm based in San Diego, California.

- ❑ Worked directly under Marketing Director
 - ❑ Scheduled appointments and conference calls with employees while meticulously maintaining calendar via Outlook
 - ❑ Contributed with content creation and editing on all client communications: Compiled PowerPoint presentations and worked in Robly for mass communications
 - ❑ Booked both domestic and international travel while creating travel itineraries
 - ❑ Worked in parallel with Marketing Director to support the department's needs
 - ❑ Researched and fine tuned HoyleCohen's SEO
 - ❑ Applied for industry awards to promote the HoyleCohen brand
 - ❑ Inter-Departmental Project for Internal Systems & Financial Planning Departments
 - ❑ Developed directories and automation (using Visual Basic) for processing raw financial data into client-ready deliverables for advisory teams
 - ❑ Demonstrated leadership and took initiative in learning new material and processes quickly, delegating tasks to group members and applying quality controls
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President of The Academy of Information Technology and Head of Marketing

September 2015 - June 2017

Organized and led weekly meetings to coordinate academy events and managed the team that advertised those events

- ❑ Planned different school wide fundraising events and always surpassed funding goal
 - ❑ Various event planning experiences including working with vendors, tight deadlines, and staying within budget
 - ❑ Managed/Coded the Academy Website with the latest news and events
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Founder and Lead Programmer, Clairemont Robotics Team

September 2014 - June 2018

Tasked with cooperating with the hardware team to formulate the control structure based on the design of the robot. Also taught newcomers how to program in Java with the WPILIB robotics libraries. Competed in 3 San Diego regionals.

- ❑ Programmed three robots to do various tasks such as moving, stacking, and gather objects with an Xbox controller
 - ❑ Taught three people how to program in Java
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Education

Clairemont High School/Mesa Community College

September 2014 - June 2018

Graduated June 2018

- ❑ 4.63 GPA
 - ❑ Valedictorian
 - ❑ Track and Field Captain
 - ❑ Courses Taken: AP Psychology, AP Calculus, AP Statistics, AP Language Composition, AP Literature, AP Human Geography, AP Economics, Computer Science
 - ❑ Attending UCSD in the fall, but still able to work part time
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University of California - San Diego

September 2018 - Present

- ❑ Computer Engineering Freshmen
- ❑ Courses Taken: CSE11, Math 20B, Vis 1, Chem 6A