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# Andrew Gao

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## Profile

Prospective freshman double-majoring in marketing and finance. Experience in business to business communications, sales, and customer relations. A professional that pursues tasks with efficiency to produce the best results.

## Work Experience

### Sales Representative; Customer Relations Manager

June 2016-August 2016; June 2017-Present

Sav-on Bags, Ontario, California

- Managed customer relations over the telephone through incoming and outgoing calls regarding order placing, product issues, and other various requests. Manages through remote email system currently.
- Sales representative at various coffee and tea tradeshow, including SCAA (Specialty Coffee Association of America), World Tea Expo, and Fancy Food Show (hosted by Specialty Food Association)

### Marketing Consultant

October 2017- Present

Café Ambiental S.P.C. (MotMot Coffee), Seattle, Washington

- Designed marketing elements to be used in campaigns, sales materials, and website content.
- Produced professional grade photography used in website sales, campaigns, and product promotions.
- Travelled to Nicaragua to document trip and promote company mission.

## Leadership & Other Experiences

### Coffee Association of Diamond Bar High School; Founder and President

August 2016 – May 2016

Diamond Bar High School, Diamond Bar, California

- Created organization that sought to educate and develop an appreciation for coffee in its members.
- Managed scheduling for weekly coffee classes that taught about the fundamentals of making coffee and its origins; managed funds for equipment.
- Reached out to professional coffee roasters (Yun-joy Coffee) to teach members from a professional perspective.

### FRC Robotics Team 3473: Team Sprocket; Media/Operations/Design

June 2016 - September 2017

Diamond Bar High School, Diamond Bar, California

- Raised \$45,000 for team's budget through contacting companies such as Boeing, iBuyPower, and Raytheon regarding sponsorship, donations, and grants.
- Scheduled and planned team's trips, workshops, demonstrations, competitions, and finances as a member of the operations sub-team.
- Helped create branding for the team, including logo, newsletters, sponsorship packets, and merchandise.
- Created and managed media sub-team; photographed and videoed team's preseason and competition season. (Request portfolio)

## Education

Seattle University – Current

Major GPA: 3.70

Projected Graduation - 2021

- Major: Marketing and Finance
- Scholarships: Bellarmine Academic Scholarship
- Related Courses:
  - Freshman 1<sup>st</sup> Quarter: Albers Business Integration (BUAD 1000 03)
  - Freshman 2<sup>nd</sup> Quarter: Economics 2110, Accounting 2300

Diamond Bar High School- High School Degree

GPA: 3.84

August 2013 - May 2017

Principal's Honor Roll – August 2013 – May 2016

## Awards

- Finalists in FIRST FRC regional competition
- Quarter-finalists in FIRST FRC World Championships in Newton Division

January 2017

April 2017

## Skills

- Proficient with DSLR Camera and Photography
- Proficient with Adobe Illustrator and Adobe Lightroom
- Skilled in Adobe Photoshop and Adobe Premiere Pro

## Languages

English- Native/Bilingual Proficiency  
Chinese (Mandarin)- Bilingual Proficiency  
Spanish- Limited Working Proficiency