**LAXMI GURUNG**

**Phone:** 929-293-3390| **Email:** laxmigrg167@gmail.com

**OBJECTIVE**

Passionate and motivated undergraduate student currently majoring in Computer Information System with my track in Data Analytics . With 4+ years of experience in customer service and the hospitality industry. Promoted to various Leadership roles where I obtained expertise in customer service and Business Management. Aiming to leverage my skills to land an internship in financial institution.

**EDUCATION**

**LaGuardia Community College**, New York, NY Associate’s Degree, December 2020

**Major:** Business Administration

**Baruch College**, New York, NY Bachelor’s Degree anticipated in December 2022

**Major**: Computer Information System-Data Analytics

**Dean’s List (Since Freshman)**

**EXPERIENCE**

**Server**  01/2018– Present

*Wokuni(Ichiban Foods Inc.)– New York, NY*

* Communicated any problems to supervisors
* Served customers with courtesy, patience and a smile
* Trained new servers in protocol and etiquette
* Operated computer/cash register and accepted payments from customers
* Performed duties as supervisor when necessary

**Assistant Manager/ Captain Server**

Aburiya Kinnosuke (Create Restaurants Group Inc.)- New York, NY02/2017 – 12/2019

* Monitor and maintaining store inventory weekly basis
* Scheduling Employees through Schedule fly App, training and hiring new employees
* Prepares daily sales and sends report to head office in Japan Daily
* Track the progress of daily, weekly sales and fulfill the aimed sales target for the month
* Arrange daily meeting and records all the details
* Updating special seasonal menu
* Handled escalated customer’s complaints

**EXTRACURRICULARS**

* Baruch Himalayan Club – Chair Volunteer 06/2020 – Present
* Phi Theta Kappa – Member 07/ 2017 – 12/2019
* Nepal Children Education Program – Member 03/2014 – 11/2014

**SKILLS AND INTERESTS**

* Experienced in use of Microsoft Word, Excel and PowerPoint
* **Language:**  English, Nepali (Native), Hindi
* Beginner in Python, C++ and R programming
* Decision making capability, organizing and responsibility is prioritized
* Natural ability with numbers and mathematics
* Excellent customer service and leadership skills
* Able to speak English, Hindi and Nepali
* Detail-oriented with excellent problem solving and follow-up skills.

Notes: Put more data. Add your linkedIn account. Put your Projects.