

Emily Shoji

8752 22nd Ave NW Seattle, WA 98117

(206) 914-4587

emily.shoji@gmail.com

<https://itsEmShoji.github.io>

Skills

- Basic understanding of Japanese, Beginner in Spanish
- Experienced with POS Systems
- Great communication skills, fast learner
- Fluent in many Computer Languages, MacOS, Windows, Wordpress, Microsoft Office

Experience & Employment

Cashier

Redmond, WA

Typhoon! Streets of Asia

June 2016 – July 2018

- Maintained high standards of customer service during high-volume, fast-paced operations
- Recorded orders and served up to 500 customers each day
- Handled currency and credit transactions quickly and accurately
- Communicated clearly and positively with coworkers and management
- Prepared Thai Tea and Coffee for next day's customers

Teaching Assistant/ Caregiver

Los Angeles, CA

Loyola Marymount University Children's Center

November 2015 - December 2017

- Respect children and encourage them to be a protagonist in their own environment
- Make effort to create trusting relationships with the 12 children and their families
- Help teachers with children's daily routines at a nationally accredited center (NAEYC)
- Maintain a healthy and safe environment for children

Pier Check-in Agent

Seattle, WA

SMS International Shore Operations

May – July 2018

- Check-in up to 100 Norwegian Cruise line passengers using various Windows systems
- Direct cruise passengers through the cruise terminal
- Assist passengers with completing their paperwork and verify citizenship documentation
- Assist cruise passengers on and off various modes of transportation

Teaching Assistant

Los Angeles, CA

Google CSSI Extension at LMU

July 2017 – August 2018

- Aid student participants in their web development projects using multiple languages
- Organize, order, pickup and set up meals for students each day
- Help instructors with program planning and setup each day
- Facilitate student adjustment to the university and to their residence halls

Computer Science Teaching Assistant

Los Angeles, CA

Loyola Marymount University

August 2018 – Present

- Assist CS students with problems and questions related to projects or homework
- Be a resource for students in the department in and out of the classroom
- Assist the Lab Manager with tasks such as organization of events, lab maintenance

Education

Loyola Marymount University

Los Angeles, CA

Bachelor of Science, Computer Science

May 2019

Minor: Pure Mathematics