

# Jeffrey Sun

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## EDUCATION

**California Polytechnic State University** **2017 – 2021**

Bachelor of Science Psychology

Major GPA: 3.8 / Overall GPA: 3.6, Dean's List for 6 quarters

## PROJECTS & TECHNOLOGIES

**Projects:** Description

**Technologies:** React.js, Node.js, MongoDB, MySQL, HTML5, CSS3, Javascript, jQuery, PWAs

## EXPERIENCE

**Montage Laguna Beach** **March 2022 – Present**

*Income Auditor*

Description

**Montage Laguna Beach** **April 2021 – March 2022**

*People Coordinator*

Description

**Montage International** **June 2020 – April 2021**

*Finance Intern*

Reviewed and audited daily transactions from property management and sales systems. Ensured postings regarding revenue were accurate, ledgers were balanced, and voids, discounts, and comps followed compliance policies. Distributed daily audit for senior leadership team to review.

**Montage International** **July 2019 – August 2019**

*Human Resources and Talent Acquisition Intern*

Restructured Montage's college recruitment process to provide more opportunities for students and prospective properties. Implemented a new ticketing system to organize HRIS requests and created SOP documentation to assist associates navigate new Workday functions.

**Montage Laguna Beach** **June 2018 – September 2018**

*Server Assistant*

Assisted servers in all aspects of dining experience which included taking and making drinks orders, serving food to guests, setting and clearing dining tables, polishing silverware, and quality checking dishes ready to be served. Assisted guest's requests and resolved issues in a timely manner.

**Chipotle** **March 2017 – August 2017**

*Crew Member*

Prepared food and ingredients, greeted customers, took food orders, restocked supplies, cleaned and closed the store.

## EXTRACURRICULARS

**Pacheco Elementary School** **September 2017 – December 2017**

*Volunteer Teacher Assistant*

**Korean American Student Association** **2017-2018**

*Social Chair Board Member*