

ANTHONY DIEP

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GRAPHIC DESIGNER

EDUCATION

Kapi'olani Community College — **Associate Degree**
Honolulu, Hawai'i
(Spring 2021)

- Associate degree in New Media Arts

University of Hawai'i at Mānoa — **Bachelor Degree**
Honolulu, Hawai'i
(Fall 2013)

- BBA in MIS and Marketing

WORK HISTORY

Aston Waikiki Beach Tower — **Night Auditor**
Honolulu, Hawai'i
(May 2016–present)

- Balance hotel operation accounts
- Prepare daily reports for management and staffs
- Coordinate with overnight staffs to maintain hotel operations
- Various guest service duties

JTB Global Travel Service — **Tour Arrangement Associate**
Honolulu, Hawai'i
(April 2014–May 2015)

- Quote and create tour itinerary according to client inquiries
- Handle tour groups coordination and travel arrangements
- Draft agreements and update company tariffs and contracts
- Various clerical assignments

WORK ACHIEVEMENTS

Aston Waikiki Beach Tower — **Night Auditor**
Honolulu, Hawai'i
(May 2016–present)

- Employee of the Quarter 2018
- Employee of the Year 2018
- Nominated for Front Desk Person of the Year at the Hawaii Lodging & Tourism Association's Awards 2020

SKILLS

Design Applications — **Photoshop, Illustrator, InDesign, XD**

Language — **Cantonese, Mandarin**