

# KARENA SETO

DATA SCIENCE MAJOR  
BUSINESS ADMIN MINOR

## CONTACT

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Arcadia, California

## SKILLS

Leader  
Collaboration + Teamwork  
Proficient in all Microsoft Programs  
Proficient in Adobe Programs

## EDUCATION

**B.S. Data Science, Minor Business Admin**  
**Chapman University**

2024-2026

**Associates in Science and Technology**  
**Pasadena City College**

2022-2024

Graduated with Honors

## LANGUAGES

English

Cantonese

## PROFILE

Detail-oriented and driven Data Science major with a minor in Business Administration. Equipped with strong analytical and programming skills, alongside experience in customer service. Eager to apply data-driven insights to solve real-world problems in technology, business, or potentially the video game industry. Seeking internship opportunities to further develop expertise in data analysis, machine learning, and programming.

## WORK EXPERIENCE

### Office Staff/Teacher's Assistant

Little Harvard Academy June 2022-August 2024  
Arcadia, CA

- Managed the safe release of students to authorized guardians by memorizing names and faces of over 240 students and their parents, ensuring stringent child safety protocols.
- Administered daily attendance and lunch orders for 240 students during summer sessions, including financial management and vendor coordination for meal provisions.
- Utilized Microsoft Excel to track and manage student payments for lunches and field trips, ensuring accuracy in financial transactions and timely parental notifications of dues.
- Spearheaded emergency response protocols by maintaining updated contact information and swiftly communicating with parents during incidents, such as student illnesses.
- Supported academic achievement by providing targeted homework assistance across multiple grade levels, enhancing student understanding and performance in key subjects.
- Coordinated with teaching staff to manage overflow work, offering additional support to students in need and maintaining a structured environment conducive to learning.
- Monitored and encouraged student progress in mathematics through dedicated oversight of program-specific educational materials and activities.

### Boba Barista

Meet Fresh USA June 2021- November 2021  
Temple City, CA

- Spearheaded morning opening procedures, ensuring the store was presentable and fully stocked with teas, syrups, ice, and freshly prepared toppings, maintaining operational readiness for daily service.
- Mastered and efficiently executed a complex menu of 40 dessert and 20 drink recipes under high-volume service conditions, enhancing customer satisfaction through quick and accurate order fulfillment.
- Managed a dynamic work environment, coordinating effectively with up to six colleagues to maintain an organized and efficient service area during peak hours.
- Implemented on-the-job training for new employees by providing direct shadowing opportunities, facilitating rapid onboarding and skill acquisition in a fast-paced setting.
- Continuously restocked essential ingredients and supplies during service hours, ensuring uninterrupted operations and adherence to high-quality service standards.

## INTERNSHIPS

### High School Medical Student Intern

University of Southern California July 2019-September 2019  
Los Angeles, CA