





KARENA SETO

DATA SCIENCE MAJOR
BUSINESS ADMIN MINOR

CONTACT

 626-803-8860
 karenazoeseto@gmail.com
 Arcadia, California
 LinkedIn: Karena Seto

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

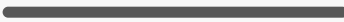
Associates in Science and Technology

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.
- Coordinated with teaching staff to manage overflow work, offering additional support to students in need and maintaining a structured environment conducive to learning.

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.
- 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
Los Angeles, CA

July 2019-September 2019

PROJECTS

Personal Website

karenaseto.github.io - HTML, CSS

BlackJack

github.com/karenaseto/BlackJack - Python

Tetris

github.com/karenaseto/Tetris - Python