

OBJECTIVE

Organized and motivated individual seeks a position with a reputable company to utilize high-level communication skills, leadership abilities, and multi-tasking capabilities to assist with administrative work.

EXPERIENCE

BJ'S RESTAURANT & BREWERY, TUKWILA WA

AUGUST 2012- PRESENT

BOOKKEEPER/ ADMINISTRATIVE ASSISTANT/ SERVER TRAINER

- Responsible for reconciling reports and daily activities for the Restaurant Support
- Assisting management with new hire documents, onboarding, and training
- Ensuring new servers are equipped with the knowledge needed to properly serve customers and uphold the exceptional service standard of the organization

HNH IMMUNIZATION, UNION SPRINGS AL

SEPTEMBER 2015- FEBRUARY 2016

ONLINE DATA PROCESSOR (SEASONAL)

- Responsible for entering students personal information into database for processing
- Checking for students insurance qualification before sending claims to billing
- Cross referencing information from numerous sources for 100% accuracy

NESTLE CO. HO CHI MINH CITY VN

INTERN, NCE ASSISTANT ADMINISTRATOR

JUNE 2012- OCTOBER 2012

- Organized meeting rooms and prepared material for weekly meetings
- Assisted NCE director with designing, organizing, and distributing work related media
- Collected and compiled company data to provide information for multi-level meetings with team members and managers of each department

EDUCATION

UNIVERSITY OF WASHINGTON

GRADUATED JUNE 2014

BA BUSINESS MANAGEMENT

- Core Courses Taken: Managing organizations, Effective management communications, Dynamics of leadership, Interpersonal skills, Managing and motivating work teams, international management, and Create, lead, change management.

HIGHLINE COMMUNITY COLLEGE

GRADUATED JUNE 2011

AA GENERAL STUDIES

- General studies of business

QUALIFICATIONS/SKILLS

- Strong customer service, attention to detail and problem solving skills.
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent analytical, planning, organization skills
- Experience with Microsoft Word, Excel, PowerPoint
- Excellent written and verbal communication skills
- Bilingual: Fluent in Vietnamese & English