

# Luke Chua Marquez

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## Education

DODEA Kadena Highschool

Graduation: June 2023

Graduated with honors - 4.37 GPA

## Skills

- Familiarity: Java (basic), Python (basic), JavaScript (basic), C++ (intermediate)
- Proficiency: Word, PowerPoint, and Excel
- Language: English (primary language), Tagalog (passive language), Japanese (5 years)

## Experiences

Front Office Assistant

JANUARY 2022 – JUNE 2023

- Answered and managed calls
- Resolved guest inquiries and concerns
- Set up displays for school promotions
- Assisted in handling inventory
- Organized office and reception area

IT Assistant

AUGUST 2022 – JANUARY 2023

- Provided technical support to staff by resolving issues related to computers, printers, and projectors
- Set up and managed sound and light systems for events
- Assisted the installation of various electronics, including networking equipment and audiovisual devices
- Proficiently prepared and formatted Word documents and PowerPoint presentations, ensuring high quality and visually appealing materials

Student Council

AUGUST 2020 – JUNE 2023

- Orchestrated and managed multiple student events, including Senior Sunrise, Prom, and Graduation
- Collaborated with a school club to initiate and lead campus clean-up drives
- Spearheaded school spirit initiatives through Pep Rallies and engaging spirit weeks

Member, Mu Alpha Theta

AUGUST 2022 – JUNE 2023

- Tutored students of various grade levels with homework and academic challenges

## Honors & Awards

- President's Award for Educational Excellence: Received prestigious award in 2019 and 2023 for outstanding academic achievement, leadership, and commitment to education
- Principals' Honor Award: Received Principals' Honor Award for eight consecutive semesters (2019-2023)