

EDUCATION

University of Texas, San Antonio- Bachelor of Communication with Concentration in Public Relations
Minor in Business Administration

PROFESSIONAL EXPERIENCE

Social Media Manager— Ohana Academy Northeast, San Antonio, Tx
July-December

- Posting in a timely manner to generate engagement
- Reaching over 23,000 Instagram over a span of three weeks
- Collaborating with team members to generate more memberships
- Editing video footage and photos to align with company vision

Customer Service Associate/Educator, Receiving/Shipping Associate - Pur IsoLabs LLC, Bergheim, TX
FEBRUARY 2022 - JULY 2022

- Sold, guided, and educated clients about various CBD products
- Kept track of incoming and outgoing orders
- Gathered statistics for invoices
- Attended professional meetings

Customer Service Associate (Hardware and Tools)- Lowe's Home Improvement, San Antonio Tx
DECEMBER 2021- FEBRUARY 2022

- Carried out tasks of ensuring correct inventory; Ensured safety checks before every shift.
- Complied with customers to fulfill needs and wants on products; helping search for items meeting customer
- Learned to operate and handle heavy machinery such as, level lifters, and forklifts

Manager- China Harbor Super Buffet, San Antonio, Texas
NOVEMBER 2019- AUGUST 2021

- Managed operations for a successful Chinese restaurant
 - Provided translation services for owners in business affairs (e.g., establishing banking services, coordinating with contractors, and communicating with vendors)
 - Reconciled daily deposits and ensured accuracy of daily revenues.
 - Entrusted as a "key employee" to open and close the restaurant and run daily operations; maintained accuracy and quality of daily meat, produce, and alcohol deliveries.
 - Curated and executed business operations, including payroll and scheduling based on business needs
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EXTRACURRICULAR ACTIVITIES

Model United Nations, University of Texas, 2022-2023

-On Crisis Staff for Model United Nations, attending training regarding world issues. Staffed and moderated at University of Texas at Austin hosting over 30 High Schools in the state of Texas.

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS, UTSA, 2018-2019

-Active member and contributor, helped host events and webbed connections while at said events.

PROFESSIONAL PROFILE

- Bilingual, fluent in Mandarin Chinese and English
- Expert in Windows Applications, Google Suite, Adobe Creative Studio