

Shiori Matsuoka

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EDUCATION

The University of North Carolina at Greensboro (UNCG)

August 2015 – December 2018

The Bryan School of Business and Economics
Bachelor of Science, International Business
Dean's List: Fall 2016, Spring 2017, Fall 2017

University of Technology Sydney, Australia

March 2018 – July 2018

Study abroad program

WORK EXPERIENCE

Pho Hien Vuong, Greensboro, NC

August 2016 – August 2019

Server

- Attended to customer orders' requests and needs
- Developed communication skills through interactions with customers, staff and managers
- Multi-task in a fast-paced environment while completing side jobs under pressure
- Applied quick calculation with money transactions for customers

Greensboro Aquatic Center, Greensboro, NC

August 2018 – April 2019

Front Desk Associate

- Completed Excel Spreadsheets and calculated attendance for classes
- Performed calculations for sales
- Introduced and provided information about upcoming water events and classes

Arigato's Japanese Steakhouse, Greensboro, NC

February 2014 – August 2016

Server

- Served customers different dishes and assisted to customer orders
- Prepared side dishes before opening hours
- Attended large catering parties and served customers

SKILLS SUMMARY

- | | |
|------------------------------------|--------------------------------|
| • Advanced proficiency in Japanese | • Programming |
| • JavaScript | • HTML and CSS |
| • Strong interpersonal skills | • PC and Mac operating systems |
| • Customer Service | • Time Management |

EXTRA CURRICULAR ACTIVITIES

Filipino-American Student Organization,

Historian and Event Coordinator

- Managed and coordinated multiple events
- Took and edited photos for events and members
- Promoted and created flyers for events through social media marketing and face-to-face interactions

VOLUNTEER WORK

Vivid Sydney, Sydney, Australia

Volunteer

- Discussed the light exhibitions and their purpose to guests
- Guided and directed guests throughout the festival event
- Managed light exhibitions that required interaction

REFERENCES

Andy Huynh

Manager
Pho Hien Vuong
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