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|  |  | Huangyi Cheng  Ex-Café Restaurant Owner |
| profile I am an independent individual who believes in both work smart and work hard. I work smart by finding the most efficient way to do things right, and I work hard by having a strong will and commit for excellence; there’s no shortcut for perfection, but work harder will definitely help. Contact PHONE:  650-240-6147  EMAIL:  TC18FWD@gmail.com Hobbies Badminton  Board Games  Cooking  Video Games Skills  * Proficient in Windows, MS Word, MS Excel, MS Power Point * Typing up to 80 words per minute, and 10-key skill * Bilingual – Proficient in English and Chinese-Mandarin * Basic Plumbing and Handyman Skills |  | EDUCATIONSan Jose State University 06/2012 – 09/2013  Bachelor of Arts Degree in Psychology College of San Mateo 2006 – 2011  Completed total of 70 Semester transferable units WORK EXPERIENCELegacy Lands, LLC *Handyman* 2010–Current (Per Diem)  Helped flipping houses for rent/sale by doing  Plumbing work: repair/replace toilets and sinks, unclogging drains  Handyman work: replace ceiling lights/chandeliers, patching and painting walls, tiling kitchen and bathroom floors. Super Cue Cafe *Corporate Manger/Co-Owner* 2013–2018  Helped opening all 5 store locations by interviewing, hiring, and training staff members across all roles: Barista, Cashier, Cook, Shift Supervisor, and Store manager. Managed three co-owned store locations. Written all forms, policies and SOP for the corporate. Analyzed stores’ hourly revenues to efficiently control labor cost by having right amount of staff members. Analyzed stores’ revenue by items to decide which items to keep/replace/refine. Worked with professional drink industry member from Taiwan to help create new seasonal items. Did weekly and monthly inventory and orders for all stores. Did seasonal equipment maintenance across all stores. Verified all member’s work hours to properly allocate tips, and ensure members are properly paid. Accounted all cash sales and deposits. All co-owned stores had increased revenues from 5~20% (Year-toYear). Ocha Tea Cafe *Store Manager* 2008–2012  Worked directly with the CEO to make important financial decisions for the store. Interviewed, trained, and supervised all employees. Ordered and coordinated supplies for the store. Provided time and cost-efficient work schedules and reviewed time cards. Handled customer complaints. Performed cash-related functions, including preparing revenue spreadsheets for the CEO, and, accounts payables. |
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