

Celine Yu
San Francisco, CA 94116
(415) 269-0349
Email: yu.yceline@gmail.com

Professional Skills

- Computer Skills (Microsoft Office, E-mails, Basic Troubleshooting)
- Mentoring
- Customer/Client Interaction
- Quick Learner
- Self Motivated

Work Experience

TANI'S KITCHEN

Daly City - Waitress, 05/2013- Current

- Interacting with customers
- Handles takeout/phone orders and packaging prepared food
- Handle the POS system
- Mentors new waitresses
- Help owner and cook with preparation

CORINTHIAN DECORATIVE FINISHES

San Francisco - Administrative Assistant, 10/2015 – 11/2016

- Filing
- Created and sent invoices for various projects
- Light bookkeeping and account managing
- Handled sub-contracts and correspondences with various companies

LEGAL RESOURCE CENTER

San Francisco State University - Volunteer, 02—05/2015

- Provided resources for students and professors about legal issues
- Help set up events hosted by the Legal Resource Center
- Studied the different types of legal issues and resources available

Education Bachelor of the Arts—Criminal Justice, Japanese Minor, San Francisco State University, San Francisco, CA, 2015