

EDUCATION

University of Georgia, Athens, GA Bachelor of Arts in Political Science 2019-Graduating 2021

- Major in International Affairs; 3.7 GPA – Junior Transfer Student
- Focus forward Chinese Politics and Culture to include the East Asian Politics and East Asian Writings. Studies include the social, cultural, and historical drivers of current Chinese geopolitical strategies. Due to the COVID Restrictions in place, involvements were limited while dealing with the pandemic.

Northern Arizona University, Flagstaff, AZ Bachelor of Arts in Political Science 2017-2019

- Major in International Affairs (Minor Mandarin); 3.84 GPA
- Deep focus in language and Chinese Culture club – 2 years

EXPERIENCE

SERVER – Cumming, GA, Tam’s Tupelo Restaurant March 2021 - Current

- Drive revenue by leading team in designated food and beverage items.
- Deliver exceptional customer service.

RETAIL ASSISTANT - Athens, GA - ABC Package Store August 2020 - Current

- Answer questions about current promotions and resolve issues according to store policies.
- Ready merchandise for sales by marking items with identifying codes and accurate pricing.
- Engage positively with customers, providing professional and polite support for sales and service needs.
- Maintain accurate and attractive merchandise displays to maximize purchases.

RESIDENT SUPPLY ASSISTANT – Flagstaff, AZ -Northern Arizona University Sep 2017 to May 2019

- Responsible for providing dorm residents with appliances and dorm needs.
- Handled stocking and warehouse responsibilities including access to campus keys.
- Drove vehicle throughout NAU campus for pickup and delivery of student needs.

IT INTERN LEAD - Phoenix, AZ -Alliance MED, LLC May 2017 to Sep 2017

- Developed and guided requirements gathering and analysis of Medical Claims software.
- Provided End-user training & desktop support for company users.
- Consulted with CIO to address service requests.

COMPUTER SKILLS & OFFICE SKILLS

Office Suite, Google Suite, Excel (Advanced), Windows /MacOs, Salesforce, Help Desk, Desktop support, analytical, KPI definition and measurement, Team Lead/Contributor

HONORS & AWARDS

Lumberjack Scholarship
Honors College
Dean’s Honor Role
Hope Scholarship

VOLUNTEERISM

Team Lead – Friends of Freedom – Veterans Charity
Organizer/Greeter - Holy Trinity Catholic Center, Flagstaff Arizona.