

SAMANTHA CHO

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EDUCATION

University of California, Irvine, Irvine, CA June 2021
Bachelor of Arts in Business Administration
Emphasis in Marketing and Organization & Management
GPA: 3.6
Coursework: Brand Management, Introduction to Organizational Leadership, Introduction to Marketing

RELATED ACADEMIC PROJECTS

Business Communication Team Project, Irvine, CA October 2019
Company Analysis

- Researched management performance and structure of Irvine CPA company by utilizing online databases and conducting on-site interviews with employees
- Forecasted five-year performance based on economic environment and assessment
- Assisted with a presentation to entire class of 50 which was received with positive feedback

WORK EXPERIENCE

ABC Company, Costa Mesa, CA September 2019 – Present
Human Resources Volunteer

- Processed paperwork for new employees
- Screened prospective candidates for first round interviews
- Proofread and edited email blasts and blog post content for interested and recent hires
- Processed client files and ensure paperwork is completed in a timely manner

XYZ Restaurant, Irvine, CA July 2019 – December 2019
Host

- Welcomed and greeted all guests and managed over 20 reservations each shift
- Addressed customer concerns with table requests and accommodated large parties
- Managed a high volume of to-go orders and closed transactions

ACTIVITIES

Human Resources Management Association at UCI, Irvine, CA September 2020 – Present
Member

- Attend weekly meetings to learn about various career options within human resources management
- Learn from and network with HR experts on trends related to human resources

Asian American Student Association (AASA), Irvine, CA September 2020 – Present
Member

- Collaborate with executive board by participating in weekly meetings to brainstorm ideas
- Increased awareness of AASA events by assisting with social media promotional campaigns

Beta Alpha Psi Business Fraternity, Irvine, CA October 2019 – May 2020
Member

- Attended weekly meetings to stay engaged and be an active participant in the fraternity
- Contributed to philanthropic events including Relay for Life by helping with tasks leading up to and the day of to ensure a successful event

SKILLS

Computer: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe InDesign

Certifications: First Aid training through The American Red Cross (OC Chapter)

Languages: Advanced in Mandarin, Conversational in Spanish