

# SAMANTHA CHO

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## EDUCATION

**University of California, Irvine**, Irvine, CA

June 20XX

Bachelor of Arts, Business Administration

Emphasis in Marketing and Organization and Management

GPA: 3.63

Coursework: Brand Management, Introduction to Organizational Leadership, Introduction to Marketing

## RELATED ACADEMIC PROJECTS

**Business Communication Team Project**, Irvine, CA

October 20XX

*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 of company based on economic environment and assessment
- Presented findings to entire class of 50 which was received with positive feedback from professor

## WORK EXPERIENCE

**ABC Company**, Costa Mesa, CA

September 20XX – Present

*Human Resources Volunteer*

- Process paperwork for 5-10 new employees per week so ensure smooth onboarding process
- Screen prospective candidates for first round interviews through phone calls and virtual meetings
- Proofread and edited weekly email newsletter and blog post content for interested and recent hires

**XYZ Restaurant**, Irvine, CA

July 20XX – December 20XX

*Host*

- Welcomed and greeted all guests and managed over 20 reservations during busy weekend shifts
- Addressed customer concerns as they arose such as table requests and accommodating large parties
- Managed a high volume of to-go orders each evening by taking phone and online orders and communicating with kitchen staff

## ACTIVITIES

**Human Resources Management Association at UCI**, Irvine, CA

September 20XX – Present

*Member*

- Attend weekly meetings to learn about various career options within human resources management
- Learn from and network with HR professionals regarding trends related to human resources through quarterly networking events

**Asian American Student Association (AASA)**, Irvine, CA

September 20XX – Present

*Member*

- Collaborate with executive board by participating in weekly meetings to brainstorm ideas to increase membership and for future club events
- Increase awareness of AASA and upcoming events by creating content and graphics for weekly social media promotional campaigns

**Beta Alpha Psi Business Fraternity**, Irvine, CA

October 20XX – May 20XX

*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