

KEVIN TU

Kevinrtu2@gmail.com | 415-518-6237 | San Francisco, CA

EDUCATION

California State Polytechnic University, Pomona, Pomona, CA May 2019

B.S. in Hospitality Management emphasis in hotels

- Member of Eta Sigma Delta International Hospitality Management Society

PROFESSIONAL EXPERIENCE

Practice Coordinator, UCSF Resource Pool December 2019 – March 2020

- Scheduled and registered various patients in general medicine
- Learned fundamentals of healthcare prior to start of job to know general medicinal terminology
- Answered calls from a wide demographic range of people in a professional manner

Embassy Suites, South San Francisco, CA June 2018 – August 2018

Food & Beverage Intern

- Answered phone calls by guests regarding orders in a professional manner

Cal Poly Pomona Wine & Tasting Auction, Pomona, CA February 2018 – May 2018

Food & Beverage Intern

- Collaborated with team of 7 to organize wine tasting and auction for 1200 guests, 55 business partners, and 150 volunteers
- Led planning and execution of event by communicating strategies and logistics with team
- Co-managed and delegated responsibilities to 150 volunteers to ensure event ran smoothly and guests as well as staff and volunteers had a pleasurable time being part of the event

The Sandwich Shop, San Francisco, CA June 2014 – August 2014

Cashier

June 2015 – August 2015

- Greeted and assisted guests enthusiastically and promptly to promote positive customer experiences
- Organized checkout area and regularly cleaned and restocked store to improve efficiency and hospitable atmosphere
- Gained in-depth knowledge of store policies and menu to quickly and accurately assist guests

YES Program, San Francisco, CA September 2011 - June 2014

Administrative Assistant

- Inputted data into excel sheets, wrote emails to parents as well as mailed letters to potential community donors
- Greeted kids, teachers, and parents in a cheerful manner while remembering their names
- Setup posters, took notes, and helped facilitate new ideas regarding school events

LEADERSHIP

Circle K International, Pomona, CA May 2017 – May 2018

Executive Assistant of Administration

- Worked with a group of 5 diverse students in the leadership team to lead six Circle K International clubs in Southern California from six different colleges to do community service
- Facilitated meetings in lieu of division's Lieutenant Governor to maintain productivity and organization during meetings
- Kept meeting minutes, photos, events, and plans organized in a google drive file

SKILLS

- Languages: English (Native), Chinese (Fluent)
- Computer: Microsoft Office (Word, PowerPoint, Excel, Access)

