

# Chanbopha (Amy) Sen

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**OBJECTIVE** To provide excellent customer service to my client and represent the company with class and integrity. To perform administrative task in a timely, organized and professional manner.

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**SKILLS & ABILITIES** Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.  
Servsafe Food Handler Certification.  
Responsible, organized and punctual with task assigned to me.  
Excellent public speaking abilities and communicator between the company and client.

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## EXPERIENCE

### **ACADEMIC ADVANTAGE | MATHEMATICS TUTOR | PART-TIME 17/HR**

January 2013-June 2013

Tutor low-income students ages K-12 on mathematics to achieve higher standardized test scores

Prepare tutoring materials to address each unique problems that students are challenged with

Learn how to manage students information and be punctual with time

### **DENNY'S COMPANY | WAITRESS | PART-TIME 8/HR**

October 2010-December 2012

Assist customers in a fast-paced environment.

Maintain work area in a clean manner

Work in a high paced area with

### **EAST BAY RETAILS | ASSISTANT MANAGER | PART-TIME 10/HR**

September 2008-October 2010

Book keeping on sales, and maintaining records for business sales increase.

Training new employees and assisting with creating the work schedule

Retention and sustain a positive drive to ensure management objectives are exceeded.

Skill sets further developed- rapidly assimilate information, anticipate customer concerns, drive multi-skill environment and culture

Maintain safe and hygienic work environment

### **MELT GELATO AND CAFÉ BAR | SHIFT LEADER | PART-TIME 10/HR**

July 2006- July 2008

Assist customers in a fast-paced environment.

Barista Experience

Close and open the store and cash-out the register

**UNRELATED UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA)-INTERN JUNE-PRESENT**  
**EXPERIENCE** Create and develop outreach material.

Communicate with tribal agency to gather information  
Create maps with GIS to make a visual presentation

**UC BERKELEY SCHOOL OF PUBLIC HEALTH/CENTER FOR OCCUPATIONAL AND ENVIRONMENTAL HEALTH- RESEARCH INTERN JUNE-SEPTEMBER 2012**

Help with research on Third-hand smoke at San Francisco General Hospital  
Create presentations and posters to demonstrate the projects  
Operate second-hand smoke generator.

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**EDUCATION UNIVERSITY OF CALIFORNIA-LOS ANGELES (UCLA) | BACHOLAR OF SCIENCE- ENVIRONMENTAL SCIENCE CONC. ENVIRONMENTAL HEALTH SCIENCES | JUNE 2013**

Relevant Coursework: Economics, Biology, Chemistry, Physics, Statistics, Calculus for multivariable

**LOS ANGELES VALLEY COLLEGE | TAP HONORS PROGRAM**

Transfer Alliance Program (TAP) Honors program  
LAVC Dean's List  
Transfer requirement completed for biological sciences

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**LEADERSHIP ACTION RESEARCH TEAM (ART) January - present** Member Work with administrators on sustainability issues Promote LEED certified buildings to students, visitors and faculty Participate in a group to find a method to promote outreach for LEED Create panels to post up in dormitories

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**REFERENCES VICKY PICHAYANON**

Manager, Denny's Corp.  
(818) 892-2860