

# **DONG PHUNG**

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El Monte, CA 92732

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## **OBJECTIVE**

**To obtain a part-time position**

## **SKILLS**

- ❖ Bilingual in English and Vietnamese, some Mandarin, Cantonese, and some Spanish
- ❖ Proficiency knowledge in Microsoft word, power point and excel
- ❖ Excellent Interpersonal and Communications Skills
- ❖ Punctual, attentive and on-time; Can be counted on to get the job done
- ❖ Self- Motivated
- ❖ Experience working with diverse populations and ethnicities
- ❖ Proven Organizational and Time Management Skills

## **Other**

- CPR certified
- Obtained Food Handler Card of Los Angeles

## **RELEVANT EXPERIENCE**

May 2011-December 2011  
Upland High School, Upland, CA

### *Volunteer Library Assistant*

- Assured books and shelves were free of dust
- Organized and rented out books
- Loaded books on to cart to designated locations (weighting 50lbs)
- Handled comments, questions and concerns via phone calls

### *Walnut Tree Chinese Restaurant staff (July 2013-June 2014)*

- Greet customers
- Take food order, bring food and drinks to tables
- Clean tables, restroom, counters and assured that the restaurant is neat and organized
- Take payments, make changes, and take care of any problems or needs the customers have to ensure that they are satisfy and happy.

### *Pho Island Express (June 2014-August 2014)*

- Greet customers, take orders, and carry food/drinks.
- Make sure the restaurant is clean and organized.

- Overall work as a waiter, busser and cashier by using the POS system on iPad.

## **EDUCATION**

Summer 2013 - Fall 2014

Mt. San Antonio College, Walnut, CA

Completing General Education classes

## **Availability**

Winter (Dec 16, 2014 to Feb 23, 2015): anytime, seven days a week.

Spring: To be announced