

RAYMOND YEE

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Education:

University of California, Riverside

September 2015 - June 2019

Bachelor of Science in Business Administration, Concentration in Marketing

Work Experience:

Web Marketing Intern

June 2018 - Present

Bwanaz.com – Walnut, California

- Assists in the creation of advertisement content
- Supports marketing team and office staff members with administrative tasks
- Manages company customer relationship management (CRM) activities

Barista

May 2017 - Present

Cha2o Restaurant and Dessert Lounge – Riverside, California

- Executes 50 different drinks and desserts in a timely manner
- Takes necessary steps to meet customer needs and effectively resolve food or service issues
- Assists management with daily inventory control

Barista

June 2016 – September 2017

Monster Boba – Cupertino, California

- Memorized and executed 60 different food and drink recipes in a timely manner
- Greeted customers and advertised specialties to push sales
- Aided the development of the store's reputation since opening

Server

June 2014 – September 2017

Ramen Tenma – San Jose, California

- Tailored customer service through communicating with clients
- Communicated with fellow servers on proper dish handling
- Correctly received orders, processed payments, and responded appropriately to guest concerns

Leadership Experience:

Student Ambassador

April 2018 – Present

Human Resources – University of California, Riverside

- Increase compliance of the smoke/tobacco-free policies on campus through campus outreach programs
- Promote culture towards health and well-being of community members and environment
- Collaborate with student volunteers to actively advocate a clean and healthy campus

Skills:

- Excellent communication skills (verbal and written)
- Fluent in Cantonese, proficient in Mandarin
- Knowledgeable of Microsoft, Google and Adobe applications
- Ability to navigate multiple computer systems, applications, and utilize search tools