

# **Jason Chen**

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## **EDUCATION:**

**University at Buffalo, State University of New York**

**Buffalo, NY**

*Bachelor of Science in Business Administration, expected Dec 2016*

## **PROFESSIONAL EXPERIENCE:**

**University at Buffalo: School of Management**

**New York, NY**

*Student Assistant*

**April 2015 - Current**

- Provide day to day support to facility manager ensuring facility is in working order
- Perform office tasks such as copying, filing, shredding, and scanning effectively on a daily basis
- Greet guests and internal personnel in a friendly and professional manner, prepare and organize the daily visitor log

**C.E.C Entertainment Inc.**

**New York, NY**

*Cast Member*

**Summer 2014**

- Consistently improved the quality and presentation of food preparation and venue
- Managed closing duties, including restocking items and reconciliation of the cash drawer
- Took necessary steps to meet customer needs and effectively resolve food or service issues
- Processed currency and credit transactions in an efficient manner to ensure the flow of operation
- Collaborated with a team of 10 coworkers to streamline operations and express strong commitment to the team environment dynamics with the ability to contribute expertise and follow leadership directives

**Popeyes Louisiana Kitchen**

**New York, NY**

*Cashier*

**Summer 2013**

- Maintained high standards of customer service during high-volume, fast-paced operations
- Demonstrated attention to detail in assuring all orders were prepared to exact customer specifications
- Team with others to assist in maintain a clean and attractive environment for customers and coworkers
- Enhanced organizational image by providing fast and friendly customer service and display a positive attitude in all interactions with customers

**National Alliances Children's Club (NACC) Day Care Center**

**New York, NY**

*Assistant Teacher*

**Summer 2011**

- Monitored student's educational progress with individual charts
- Taught ESL students to reading and writing in English language
- Address behavioral and learning issues with parents and daycare management

## **ACTIVITIES**

**Japanese Student Association**

**Buffalo, NY**

*Treasurer*

**May 2015 – Current**

- Planning, coordinating, and executing on campus events
- Make telephone contacts with vendors to discuss purchase orders, shipping documents and payment status
- Maintaining a constant and accurate record of all club financial transactions through excel spreadsheets
- Lead projects which help improve the financial position of the club by the means of bake sales and fundraising
- Provided positive overall direction and guidance for incoming freshmen and international students

**International Student and Scholar Services**

**Buffalo, NY**

*Orientation Leader*

**Summer 2015**

- Greet, welcome and check in new students and their families
- Foster a positive transition to campus life through new orientation process and friendly services
- Developing leadership skills through group activities and discussion throughout orientation process
- Familiarize new students with the campus academics, process, geography, and culture

## **COMPUTER SKILLS:**

Proficient in Microsoft Word, Access, PowerPoint, and Excel

## **LANGUAGES:**

Bilingual English/Chinese (Mandarin)