

CAITLYN CHANGCO

caitlynchangco@gmail.com

Reading, PA | (610) -655-7013

EDUCATION ACTIVITIES

Temple University- Honors Fox School of Business, - Philadelphia, PA

Bachelor of Business Administration in Management Information Systems

Expected Graduation: May 2024

Minor in Legal Studies

Awards: Spring 2021 and Fall 2021 Dean's list

GPA: 3.72

ACTIVITIES

ASCEND

September 2021 - Present

Delta Phi Epsilon Sorority

January 2022 - Present

TECHNICAL SKILLS

Software Development: Java, Visual Studio

Web Development: HTML

Project Management: Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

EXPERIENCE

7 GROUP CO. | READING, PA

November 2020 - Present

Assistant Intern

-Environmental Consultant company which specializes in LEED rating system and WELL certifications for architecture build worldwide

- Conducted organization of data and managed 50+ financial accounts within excel spreadsheets and timetables
- Tracked CO offsets for entire company to be reimbursed for donations of environmental projects
- Attended 30+ hours on WELL Certifications and LEED classes

LANG RESTAURANT | READING, PA

July 2016 - Present

Waitress / Hostess

-Vietnamese & Chinese contemporary family-owned restaurant in service for 38 years

- Supervised and trained 15+ new employees, resolved customer conflicts when disputes arose, built, and maintained loyal customer relationships
- Ensured an average of 70+ customers' satisfaction every night and handled credit and cash transactions
- Organized and warmly greeted, welcomed, and sat customers, organized customers' tables, and responsibly ensured correct and satisfactory orders for take out

RDGVNTGEXPO | READING, PA

January 2021 - May 2021

Marketing & Social Media Intern

-Local clothing boutique that finds and collects fashionable secondhand clothing to donate and give back to the local community

- Assisted in 10 local clothing drives providing clothing for 800+ local impoverished citizens within the area
- Completed clothing inventory, set up products, and prepared design of merchandise to be sold in studio
- Aided in promotion of brand and managed social media accounts for optimal online engagement and marketing

SKILLS

Language: Fluent English, Basic Vietnamese

Certifications: JavaScript, Google Data Analytics