**Donna Dang**

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# 

# EDUCATION

**C. T. Bauer College of Business, University of Houston, Houston, Texas**

# Bachelor of Business Administration in Pre-Business May 2026

**Cumulative GPA: 4.5**

# EXPERIENCE

**Tom N Toms Coffee Bellaire -Houston, Texas**  **September 2021 – Present**

# *Manager*

* Manage inventory and restock of supplies once all shipments arrive
* Oversee product production and customer service throughout the entire shift
* training

**Bori Restaurant- Houston,Texas**  **August 2022 – September 2021**

*Bar Back*

* Managed over quantity of supplies and delivered exceptional customer service
* Adapt to fast pace environment to ensure a steady workflow
* Collaborate with coworkers to ensure that customers were receiving everything on their end

**Tom N Toms Coffee Galleria - Houston, Texas April 2021 – August 2021**

*Barista*

* Mastered given recipes and served customers’ orders while maintaining a friendly attitude
* Managed POS system through working with online services and cash transactions
* Practiced efficiency during rush hours and focused on quality over quantity

**Money Cat Restaurant- Houston, Texas December 2022 – April 2023**

*Hostess*

* Greeted and escorted customers to their table as seating was available
* Assisted in various dining room tasks like setting up table or prepping to-go orders
* Answered and directed phone calls as needed

# HONORS AND AWARDS

* Tennis Award April 2022
* Academic Excellence Scholarship August 2022 - Present

# ACTIVITIES

**Asian Business Student Association (ABSA)**

*Active Member* Fall 2022 – Present

* Attend social gatherings to expand social networking
* Participate in workshops and career fairs to ensure the rightful path of career success
* Learn how to build relationships and focus on developing skills to build in a work force

**INTERESTS**

* Organization and finding new ways to keep things neat and steady
* Maintain a high level of social interaction through attending gatherings for different occasions
* Finding new hobbies like sports, reading, exercising, to continue the path of self-discovery

# SKILLS AND CERTIFICATES

Languages: Vietnamese (Fluent)

Programs: Microsoft Excel, Word, PowerPoint

Certificates: Food Handler Training Certificate (April 2021– Present) Manager Certification (August 2022)