

SARINA HOKARI

Irvine, CA | (669) 205-2195 | sarinahokari2@gmail.com

EDUCATION

University of California, Irvine, The Paul Merage School of Business, Irvine, CA June 2024
Bachelor of Arts in Business Administration, Emphasis in Information Systems
GPA: 3.48; Dean's Honors List: Winter 2023

De Anza College, Cupertino, CA

September 2020 – June 2022

WORK EXPERIENCE

The Matian Firm, San Jose, CA

August – September 2023

File Clerk (Temporary)

- Transformed file management processes by organizing thousands of confidential documents, accelerating retrieval and optimizing accessibility
- Ensured data integrity and security, adhering to rigorous data protection standards while managing sensitive information
- Gained valuable first-hand exposure to the legal landscape, deepening understanding of legal records and intricacies of relevant laws

Mochill Mochi Donuts, Saratoga, CA

March – August 2021

Cashier and Baker

- Facilitated sales interactions with customers through cash and card payments
- Communicated with managers while assessing revenue growth and customer trends
- Briefed customers on specific ingredients used and how to best handle consumables

Japanese Youth Soccer Organization (JYSO), Sunnyvale, CA

September 2017 – 2019

Assistant Coach

- Conducted teams of 30 children aged 5-8 years old in drills and matches
- Devised season-long plans to improve team performance by analyzing individual strengths and weaknesses
- Lead teams with enthusiasm and integrity to promote positive sportsmanship

SKILLS AND INTERESTS

Languages: Fluent Japanese, Basic Spanish

Computer: Google Workspace(Docs, Sheets), Microsoft Office (Word, Excel), Airtable, Clio

Interests: Visiting the gym, cooking and baking, attending car meets, listening to music