

Aimee Chau

QUALIFICATIONS

Past leadership experience, specializing in organization communication. Proficient in Microsoft, iWork(09-13 ed.), 45wpm. Social Media: UStream, Facebook, Twitter, Blogspot, and Pinterest. Fluent in Diojiu, Chinese.

EDUCATION

Truman State University, Kirksville, Missouri **December 2013**
Bachelor of Arts in Public Communication
Westminster College, Salt Lake City, Utah **Project Graduation May 2016**
Masters of Professional Communication

WORK EXPERIENCE

Payroll Specialist, Paychex Inc.: South Jordan, Utah **2014-present**

- Processing payroll and preparing amendments for 940, 941 and state filings
- Managing client base of over 300 with schedule and regular payroll appointments
- Maintaining client retention while optimizing growth in client products and base
- Job training in word tracks, client service, Paychex values, and tax preparation

Server, cashier, food expeditor, Bo Ling's Chinese Restaurant: Kansas City, Missouri **2005-2014**

- Assist dining room associates
- Customer satisfaction and greeting on behalf of the company
- Managerial paperwork, payroll, scheduling, and inventory
- Back-up for all positions including hosting, carry-out, serving, and food expediting during peak hours
- Gained training for multiple positions with the ability to care for multiple tasks

Cashier, Home Depot, Kansas City, Missouri & Kirksville, Missouri **2011-2013**

- Inquiring customer's needs and efficiently finding solutions
- Cash tendering and transactions
- Organizing, cleaning, and facing the front end
- Starting new credit accounts and recording payments
- Customer service desk answering calls and responding to customer inquiries

INTERNSHIPS

Enterprise Rent-A-Car, Management Trainee Intern **Summer 2013**

- Collaboration in winning idea for uninsured losses within Kansas City area Enterprises
- Sales training and phone training for protection procedures and rental procedures
- Assist in monitoring inventory and optimizing fleet size

Women's Foundation of Greater Kansas City, Alexandra Girls Grant Project **2008-2009**

- Promote Grant Opportunities through Informational Sessions at area schools
- Decided allocations of grants with group of 15 young women
- Aid in inspection and implementation of Grant Projects

Kansas City Youth Commission, Legislative Committee Head **2008-2009**

- Plan events for 50-100 young adults (ages 18-25) in Kansas City
- Seek out collaborations with businesses for youth events
- Research and plan for legislation pertaining to young adults

ACTIVITIES

Campus Christian Fellowship **2009-present**
Social Mercies Ministry Head and Small Group Leader
Phi Sigma Pi, Honors Fraternity **2009-present**
Alpha Sigma Alpha, Social Sorority **2009-present**
Truman State Debate Team **2009-2010**