

990 Ala Nanala st. 24B  
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# Emily Cho

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## Education

### **University of Hawai'i at Manoa** — *Travel Industry Management*

August 2015 - Current

Clubs and Societies:

Eta Sigma Delta (ESD) - Fall 2017

- Historian of ESD (Fall 2018)

Young Skal - Fall 2018

### **Moanalua High School**

2011 - 2015

## Experience

### **Social Sciences Dean's Office, University of Hawai'i** — *H.R. Student Assistant*

January 2018 - PRESENT

- Handle and file sensitive documents
- Input various data
- Assist other office workers

### **Royal Kaila Spa, Kalakaua Ave** — *Receptionist*

October 2017 - March 2018

- Check in and out guests
- Send emails and answer phone calls
- Make reservations

### **Laka Skin Care and Spa, Ward Ave** — *Spa Attendant*

March 2016 - May 2017

- Greet and escort guests
- Assist colleagues with various tasks
- Clean and handle food