

Andrew Kao

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Education *In Progress* (expected) May 2010
University of Nevada, Las Vegas
William F. Harrah College of Hotel Administration (3.3 Major GPA)
Hospitality Management Major
Lodging & Resort Management Major
Meetings & Events Management Major
College of Liberal Arts
Japanese Minor

Industry Experience **Front Desk Representative** | *Club de Soleil, Las Vegas* September 2006 - Present
Five Star Interval International timeshare resort (282 suites)
Registration, Checkout, Reservations, Bell Desk, Dispatched GRAs & Engineers
Train new team members
Property Newsletter Editor (for corporate newsletter)
Recruiter & Interviewer at University Career Fair
Developed media, literature, and procedures for multiple departments
Designed computer applications to streamline Front Office operations
Mentored by Resort General Manager, Assistant GM and Other Department Managers
Vice Chairman | *International Association of Exhibitions & Events, UNLV Chapter* May 2007-Present
Increased memberships by over 450%
Chairman-elect (assuming position in December 2007)
Coordinated internships opportunities for members with exposition companies

Skills & Talents
English, Mandarin & Taiwanese
Natural Leader & Teacher
Food Protection Manager Certification (National Restaurant Association Educational Foundation)
GES / UNLV Tourism Department Scholarship Recipient (2007)
Well-developed computer skills (Word, Excel, PowerPoint, Web Programming, etc.)
QWERTY Keyboard - 75 Words/Minute
Ten-Key - 125 Keystrokes/Minute
Adobe Photoshop & InDesign
PHP, MySQL, HTML, CSS, Java
Passed Advance Placement Exams:
Calculus AB, Computer Science A (Java), Computer Science AB (Java),
Physics B, Physics C (Mechanics & Electricity and Magnetism)

Professional Development
NSMH National Conference | *National Society of Minorities in Hospitality, 2007*
Expo! Expo! | *International Association for Exhibition and Events, 2006 & 2007*
International Hotel/Motel & Restaurant Show | *AH&LA, 2006 & 2007*
Global Gaming Expo | *Reed Expositions, 2006 & 2007*
Sales Leadership 2006 | *American Management Association, 2006*

Professional

Affiliations

American Hotel & Lodging Association (AH&LA) Student Member
International Association of Exhibitions and Events (IAEE) Student Member & Officer
Las Vegas Hospitality Association (LVHA) Member
National Society of Minorities in Hospitality (NSMH) Student Member
Professional Convention Management Association (PCMA) Student Member
The Future's in Timeshare (FIT) Member
UNLV Hotel Association (HA) Member

Past

Organizations

Computer Science and Engineering Club | *Officer*

Historian & Web Developer

Represented Burbank High School at numerous programming competitions including:

California Institute of Technology's Programming Festival & Cal State LA's Progfest

Crossing the Digital Divide – Non Profit | *Volunteer, Officer*

Instructed at Cri-Help (Drug and Alcohol Treatment Center for Men and Women)

Newsletter Editor

Web-Team Assistant Lead

Volunteer of the Month, April 2006

Key Club International (Kiwanis International) | *Volunteer, Officer*

California-Nevada-Hawaii District Officer

Managed community service projects for 34,900 high school volunteers along with 6

Co-District Officers and a staff of 56 Lieutenant Governors

Trained and advised lower division officers

Organized (and helped organized) countless community service events (such as beach clean-ups, fundraising carwashes, food drives, book readings, and marathons)

500+ Community Service Volunteer hours

Quill and Scroll International Journalism Honorary Society | *Member*

Yearbook | *Officer, Volunteer*

Production Editor

Ranked "Top 5" at Pepperdine University's Intensity Yearbook Camp

Organized workshops and continuously advised my staff throughout the school year

Created marketing campaigns resulting in record yearbook presales and record book sales

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