

Bobby Leo

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Objective	To obtain a challenging entry level management position in the hospitality/tourism industry.	
Education	Bachelor of Science Brigham Young University, Provo, Utah, U.S.A <ul style="list-style-type: none">• Major: Geography: Tourism Emphasis• Minor: Marketing Management• Overall GPA: 3.5 Received half-tuition scholarship. Associate Degree LDS Business College, Salt Lake City, Utah, U.S.A <ul style="list-style-type: none">• Major: Business Administration• Overall GPA: 3.9 Graduated with Honors in 2004 O Level Certificate/High School Diploma Guangyang Secondary School, Singapore. <ul style="list-style-type: none">• Graduated in 2002 Overall GPA: 3.2	<i>Expected Graduation: April 2010</i>
Other Education	Hospitality Management Diploma Certificate American Hotels and Lodging Association <i>Expected Completion: August 2010</i>	
Skills	Language <ul style="list-style-type: none">• Speak, read, and write Bahasa Indonesia Fluently.• Speak, read, and write Malay Language Fluently. Computer <ul style="list-style-type: none">• Experienced in using Microsoft Word, Excel and PowerPoint.• Broad knowledge in computer hardware and technology.• Basic knowledge in Java, C, and VBA programming language.• Basic knowledge in using Microsoft Access for database.• Basic knowledge in HTML.• Some experience in using GIS software (ArcMap). Communication <ul style="list-style-type: none">• Adept in public speaking and interpersonal communication.• Good command of the English language Geography <ul style="list-style-type: none">• Broad knowledge about different countries and their physical aspects as well as their cultures.• Some experience with event/tour planning.	

**Work
Experience**

Indonesian/Malay Language Teacher, Missionary Training Center,
Provo, Utah

(July 2009 – Present)

- Responsible for teaching the missionaries Indonesian and Malay.
- Responsible for teaching the missionaries the skills needed to become an effective missionary.
- Create and implement lesson plans and the materials to be taught to the missionaries.
- Interview the missionaries on a weekly basis to make sure that they are free of problems and concerns.

Evening Cleaning Crew, BYU Tanner Building, Provo, Utah

(October 2008 – July 2009)

- Responsible for floor and carpet cleaning.
- Worked with machine equipments.

Kitchen Crew/Server, BYU Dining Service, Provo, Utah

(April 2008 – June 2008)

- Provide assistance to cooks.
- Served food to students.
- Experienced in working with large, modern kitchen appliances.

Night Cleaning Crew, BYU Bookstore, Provo, Utah,

(August 2007- April 2008)

- Responsible for floor and carpet cleaning.
- Worked with machine equipments.

Data Entry Clerk, PT. Golden Westindo Artajaya, Jakarta, Indonesia

(January 2003 – August 2003)

- Analyze various account balances.
- Entering various accounts information into the computer.

Sales Representative, A-Tech Cellular Shop, Jakarta, Indonesia

(November 2001 - January 2002)

- Promoted sales of cellular phones to customers.
- Also worked in customer service and technical support.

**Other
Experience**

Volunteer Missionary, The Church of Jesus Christ of Latter-Day Saints

(April 2005 - May 2007)

- Served in Malaysia for The Church of Jesus Christ of Latter-day Saints
- Supervised and trained a group of 10-15 other missionaries.
- Taught Christian principles to families in Malaysian language.
- Gained experiences in volunteering/working in low-income communities.