

JENNA VORASAI

Xayamungkhun Village, Kaison Phomevihane District

Savannakhet Province

Tel: +856 (20) 2230 0882

Email: jvorasai@gmail.com

PROFILE:

I am a mature, supportive and hard-working individual who passionately and responsibly applies herself to whatever task is presented. I enjoy and have much experience overcoming challenges in a team environment, while also being comfortable initiating actions on my own. I take great pride in being helpful and adaptive while infusing my personal views and moral into everything I do.

EDUCATION:

Bachelors of Science in Business Administration

Double Degree: Human Resources Management & Business Administration

Portland State University, Portland, OR

Graduation Date: August 15, 2012, with Academic Honors

Associate of Science Oregon Transfer Degree-Business

Clackamas Community College, Oregon City, OR

Graduation Date: December 2012, with Academic Honors

High School Honors Diploma

Clackamas High School, Clackamas, OR

Graduation Date: June 2009, with Academic Honors

Foreign Languages: Thai, Laotian, Vietnamese, and English

WORK EXPERIENCE:

Savan Vegas Hotel and Casino: September 2012-Present

Executive Assistant/Translator/Shipping Coordinator

- Coordinate directly with the Lao Government Officials on casino-related matters (act as a Lao liaison for the GM and the CFO) .
- Attend meetings/seminars with the General Manager, Chief Financial Officer, Chief Operating Officer as an interpreter.
- Translate incoming letters (mostly from the Lao Government) for the GM and the CFO.
- Translate outgoing letters from the GM/CFO to the Lao Government and other businesses.

- Make a weekly payment to all vendors.
- Make a monthly tax payment on behalf of the casino and its slot clubs.
- Assist the CFO on any tasks needed.
- Prepare shipping documents for Logistics Company to start the import/export process.

Northwest Bubble Tea Supply: September 2009-August 2012

Sales Manager

- Maintain sales account and develop customer relationships
- Correspond with potential customers and thoughtfully answer questions about products and services.
- Process orders, create invoices and coordinates shipments remotely with our warehouse in Vancouver, WA.
- Prepare sales summaries for use by the owner of NWBTS
- Since becoming a sales manager, company's earnings have increased an average of 30% per quarter since 2010.
- Prepare payroll hours and report to ADP for processing.

REFERENCES:

Available Upon Request