

# AMY CHOI

10216 Panther Ridge Trl.  
Dallas, TX 75243

(469)688-1071  
a.choi@utexas.edu

---

## Education

**The University of Texas** - Austin, TX 2005-2008  
Bachelor of Science in Psychology Premedical, minor in Biology

## Experience

**National American University** - Richardson, TX Aug 2011-Feb 2012

### *Admissions Advisor*

- Interview and guide students through enrollment process
- Understand objectives, requirements, and content of all programs offered
- Advise and mentor students on class and career options
- Evaluate unofficial transcripts and troubleshoot basic IT problems with the online class portal and software
- Seek potential students through referrals and personal contacts
- Process and maintain student records and other paperwork
- Average 100+ calls each day

**Abercrombie and Fitch / Hollister** - Mesquite, TX Sept 2008-July 2011

### *Assistant Store Manager-Visual*

- Oversee store operations and regulate human resources for top performing store in the region
- Supervise and create the weekly schedule for 100+ associates
- Implement business models to increase sales percentages a minimum of 10% from the previous year
- Recruit and hire managers and sales associates to maintain a diverse environment
- Ensure quality store experience by providing customer service
- Protect the brand through loss prevention and brand senses
- Maintain presentation standards through company updates and floorsets

## Activities

**National American University Culture Club** 2011-2012

### *Member*

- Create an inclusive environment through planning events and involvement in the community

**ChinaCare** 2007-2008

### *Fundraising Committee Member*

- Organize events to raise awareness and funding
- Contact and meet with companies for sponsorship

**Launch, Asian American Youth Leadership Conference** 2005, 2006

### *Intercampus Relations Committee Head*

- Manage promotions and marketing of conference by interacting with student and campus organizations and offices
- Lead in the execution of events

### *Break Out Group Leader*

- Guide and organized the schedule for a group of 10-15 attendees
- Assist in registering attendees

## Skills

Microsoft Office: Word, PowerPoint, Excel, Outlook

CampusVue

PeopleSoft

Proficient in speaking Mandarin Chinese and reading, writing, speaking French