

# Bowen Niu

Coquitlam, BC, V3J 0G3 | 7786830716

bowen99716@gmail.com

Bilingual (Fluent in Mandarin & English), Communications student possessing 3 months of administrative experience & a beginner in sales, demonstrated great problem-solving & customer service skills—flexible, eager to learn, and strong personal ethics.

## EDUCATION

### **Bachelor of Arts (B.A.) - Communications**

May 2020 - Dec 2022

*Simon Fraser University, Burnaby, BC*

- 3.04 GPA
- Studied Political Economics, Media & Popular Cultures, History
- Dean's Honor Roll (Spring 2022 & Fall 2022)

## EXPERIENCE

### **Curriculum Development Assistant**

Jun 2022 - Sep 2022

*Simon Fraser University, Burnaby, BC*

- Create & review spreadsheets; power points; as demanded, creating schedules & meeting records
- Trained over 200 student peer educators/peer mentors in several different sessions, public presentation skills & presenting with PowerPoint
- Facilitated the school's Welcome Day, collaborated with other colleagues & supported new students using interpersonal communication, active listening skills, and bilingualism if needed.
- Worked in a team environment, and proofread speech drafts, PowerPoint & Excel sheets.

### **Sales Representative**

### **Hican International Consulting Ltd.**

June 2024 - Present

- Answer customer service inquiries, and provide customer-requested information in a timely manner.
- Provide superior day-to-day customer service by assisting customers in determining services needed.
- Greet customers and set up closing appointments for inbound and previous customers.

## CERTIFICATE

### **Serve It Right**

Issued July 11, 2024