

Chen Chen

Lorem ipsum dolor sit amet, consectetur adipiscing elit

200 Invergordon Ave,
Scarborough, ON, M1S 4A1
(647) 575-7855
lchu976@gmail.com

EXPERIENCE

Nail Spa— *reception*

03 2019 - 03 2020

Complying with procedures, rules, and regulations on keeping a safe and clean reception area.

Notifying other workers of visitor arrival.

Directing guests and answering their questions.

Scheduling appointments and maintaining an appointment calendar.

Contributing to the team by accomplishing tasks as needed Answering the telephone; taking and relaying messages.

SKILLS

Basic knowledge about Visual C++, MySQL, JavaScript, SQL Server, HTML, Unix, Linux.

LANGUAGES

Mandarin, English,
Cantonese

EDUCATION

Greenwood Secondary School

November 2015 - June 2016

Agincourt Collegiate Institute

September 2016 - June 2017

Scarborough Centre for Alternative Studies

September 2017 - June 2019

Centennial College --Game - Programming

September 2019 - present