

Gordon Cheuk

I am eager to face new challenges and apply what I have learned to further improve myself in the workspace. I strongly believe in communicating with my coworkers to ensure quality and efficient work.

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BC V6X3V6
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EXPERIENCE

Flight Club Artistic Movement, Administrative Assistant

Dec 2022 - PRESENT

- Handled day-to-day operations, member check-ins, transactions, and responsibilities in the studio
- Answered client calls and emails
- Providing an encouraging environment for both staff and members
- Regularly cleaned and followed proper maintenance procedures to ensure the cleanliness and longevity of the space
- Organized and ran open gym sessions for customers

Wu's Taekwondo, Richmond, BC— Head Instructor

June 2021 - August 2022

- Responsible for recording daily inventory and income statements
- Communicated any concerns or questions that parents had
- Managed a classroom of 20 kids
- Organized, Cleaned, and sanitized equipment regularly

Official BC Taekwondo Referee

June 2020 - PRESENT

- Responsible for organizing large taekwondo events
- Responsible for athlete management
- Instructed athletes and coaches on event details
- Judged and critiqued athletes with an unbiased point of view

Special Ability Extra(SAE) for Netflix Film

June 2021 - December 2021

- Worked on set with actors and gained valuable experience from the film industry
- Cooperated with the directors, staff, film crew, and actors to create a well-established film

EDUCATION

Eric Hamber Secondary, Vancouver, BC — Highschool Diploma

Sept 2017 - June 2022

Langara College, Vancouver, BC

Sept 2022 - Present

Computer science

REFERENCES

Ka Mak, Owner of Flight Club Artistic Movement
778-320-6154

CERTIFICATIONS

Standard First Aid and CPR
Level C

SKILLS

Leadership skills
Communication skills
Microsoft Word and Excel

AWARDS

2019 National Taekwondo
Champion

Pan Am Junior
Championship Bronze
medalist

World Taekwondo
Semi-finalists

LANGUAGES

English, Cantonese,
Mandarin

HOBBIES AND INTERESTS

Ultimate Frisbee, Volleyball,
Computer Programming

Availability

Wednesday, Friday
11:00am-6:00pm

Saturday, Sunday
9:00am-10:00pm