

Jetchill521@gmail.com

0402214273(message only)

age:23 years old

23years old

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gender:Male

Male

Mr.

Birth Data: 2001

Born in: 2001

born in 2001

Year of birth: 2001

birth year:2001

23 koonawarra Street, clayton VIC 3168

OSCAR QIU

OBJECTIVE Seeking a part-time position where I can contribute with my strong work ethic, adaptability, and willingness to learn, while gaining valuable experience across different fields.

SKILLS

- Ability to follow procedures and work as part of a team
- Time management and efficiency
- Proficiency in office software (e.g., Microsoft Word, Excel)
- Attention to detail and strong organizational skills
- Good communication and interpersonal skills

EXPERIENCES

TEACHER ADMINISTRATION ASSISTANT, TOMORROW ADVANCING LIFE EDUCATION LIMITED
COMPANY

2024 .09 – 22025 . 02

- Help maintain and organize teaching files and student records.
- Update attendance sheets, grading records, or assessment logs as needed.
- Help communicate with parents via notices, newsletters, or forms.

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- Maintain schedules or calendars for the teaching team.
 - Arrange meetings between teachers and parents or other staff.
 - Help coordinate school events, field trips, or classroom activities.
 - Organize and maintain inventory of teaching supplies and equipment.
 - Help manage classroom technology (e.g., projectors, tablets, online platforms).

HUMAN RESOURCES AND ADMINISTRATION ASSISTANT, LEYOUJIA HOLDING GROUP COMPANY
LIMITED

2024.03-2024.08

- Prepare employment contracts and onboarding documents;
- Assist with exit procedures, collect company assets, and conduct exit interviews.
- Maintain and update employee information and personnel files;
- Ensure data accuracy and confidentiality.
- Support daily attendance tracking, leave requests, and shift arrangements;
- Post job ads, screen resumes, and schedule interviews;
- Assist with candidate communication and interview coordination.
- Help organize employee training sessions or onboarding programs;
- Distribute training materials and collect feedback.
- Distribute materials and keep proper records.

Master of Information Technology

HuaShang College, 2020-2024

Bachelor of Information Technology

LANGUAGE

English

Mandarin