

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 – 2025 . 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.
- 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 ADIMINISTRATION 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.

EDUCATION	Monash University , 2025-2026 Master of Information Technology
	HuaShang College , 2020-2024 Bachelor of Information Technology

LANGUAGE	English
	Mandarin
