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## Junya Qiao

(Toronto, Ontario)

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### Phone:

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### LinkedIn:

<https://www.linkedin.com/in/junya-q-219798193/>

### GitHub:

<https://github.com/junyaq>

### Portfolio:

<https://junyaq.github.io/JunyaQ/>

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## OBJECTIVE

Organized, efficient, fast learner and solution-oriented professional eager to apply recently completed web development skills towards launching a successful career. Responsible, excellent teamwork and communication skills, adapt to a fast-paced working environment. Fluent and articulate in both Mandarin and English.

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## SKILLS

HTML, CSS, Javascript, React, Redux, Node.js,

REST APIs and JSON, Express, MySQL, MongoDB, GraphQL, Java, Python, Heroku, Git

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## EXPERIENCE

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### Goldensun property investment, Markham — *Administrative assistant*

Sept 2020- Dec 2021

- Month to month bookkeeping with respect to categories
- Reply to guest and house owner enquiries and questions about company houses or services, make agenda for cleaning system with respect to the enquiries and reservations
- Promote service and special offers
- Respond to emails, hand out mails, answer incoming calls
- File and update documents, communicate between the guests, house owners, banks, and property developers.

### Iron chef, St. Catharines — *Cashier and kitchen helper*

Sept 2015- Jan 2017

- Restock food and beverage in-store, manage the inventory of precooked food and beverage and report daily
- Help kitchen prepare and pack uncooked food
- Managed day to day operations including opening and closing
- Cash handling experience, to carry essential cash for the start of the day for opening, reconciliation and carry out cash for the end of the day

### Oxford Street English, Tianjin, China — *Teaching assistant*

May 2014- Sept 2014

- Help teacher to prepare teaching materials and handouts, help kids to have better understanding during the class
  - Schedule timetable for class with respect to teacher and students' schedule and class size
  - Coop with other assistants and handle parents' questions and requests with kindness and respect
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## EDUCATION

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### Brock University, St. Catharines — *Honor bachelor degree*

Sept 2015- Dec 2019

Graduated from Brock University with an honor bachelor's science degree in computer science and minor in economics.

### The University of Toronto, coding Bootcamp, Full stack develop — *Certificate*

Aug 2021- Feb 2022

6 Months of online coding study with an overall score of A.

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