

Junya Qiao

Qualifications

Fluent and articulate in both Mandarin and English.

Organized, efficient and a fast learner with multi-tasking strength

Responsible, excellent teamwork and communication skills, adapt to a fast-paced working environment.

Reception, customer service and cash handling experience

Expert in MS Office and experience in POS and Shopify systems.

Work experience

Unionville Montessori school, Markham – *Teaching assistant*

Oct 2021 - Present

- Assist teacher to organize educational materials, daily plan, take home and homework plan
- Independently supervised class of 20-30 students during arrival and dismissal, outdoor activities, as well as lunch and snack break.
- Help students during class when they have questions

Goldensun property investment, Markham — *Administrative assistant*

Sept 2020- Oct 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 includes 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

Joinhands Tools Co. Ltd, Tianjin, China — *business administrative assistant*

June 2012 - Aug 2013

- Make merchandise categories and catalogue
- Organize contacts and files with respect to product and categories
- Reply and organize enquiries from the Alibaba platform, tracing the execution of contracts
- Reply and sort Emails and mails
- Random sampling check and package check and process the order

Education

Brock University, St.Catharines — *Honour bachelor degree*

Sept 2015- Dec 2018

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

University of Toronto coding Bootcamp

Aug 2021- Feb 2022

6 Months of online coding study, complete all challenges and project with an overall score of A+

Certificates/ Licences

- **First Aid** - Aug 2020 - Aug 2022

Licence ID: 9A19687