

# CHEN JIANG

SCARBOROUGH, Ontario M1P 5J4 | 4379706412 | 2124861644@qq.com

## Education

**Associate of Science: Software Engineering** Centennial College of Applied Arts And Technology Expected in Apr 2022

## Professional Summary

Friendly student available for weekend, evening and holiday shifts. Considered hardworking, **punctual and driven.**

## Skills

- System Maintenance
- ♦ Computer savvy
- Proficient with Microsoft Visio
- Exceptional Microsoft Excel skills

## Work History

**Server Maintenance** Jun 2021 - Aug 2021

Lenovo (Xi'an, Shaanxi)

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Used Microsoft Word and other software tools to create documents and other communications.
- Monitored company inventory to keep stock levels and databases updated.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.