

# MAI-YUN HU

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## PHONE

2368620756

## E-mail

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## SUMMARY

Friendly, detail-oriented, seeking a position as a Medical Office Assistant. Bring active communication and efficient multitasking skill from previous job experience. Always being willing to help and interact with people. Skilled and experienced at using Microsoft Office and also being comfortable to learn new skills. Being able to speak and read English and Mandarin fluently.

## SKILLS

- Communication
- Empathy
- Problem-solving
- Organizational skills
- Learning new skills quickly
- Time Management

## TECHNICAL SKILLS

- Microsoft Office (Excel/Word/PowerPoint), Adobe Photoshop

## WORK HISTORY

### ♦ January 2018 - August 2022

#### Chemical Engineer - Research and Development

##### UltraE / Taichung, Taiwan

- Managed multiple projects independently and also led a team.
- Introduced company's products and explained multiple questions from customers at the exhibitions.
- Visualized complex raw data to clear information and host a critical discussion everyday.
- Coached less experienced engineers including report and data analysis skills.
- Designed useful Excel sheets to automatize data processing, which saved 10+ hours a week on routine work.

## EDUCATION

### ♦ September 2022 - March 2023

#### General English - Advanced

##### Vanwest College / Vancouver, Canada

### ♦ July 2016 - August 2018

#### M.D : Chemistry

##### National Chung Hsing University / Taichung, Taiwan

### ♦ September 2012 - June 2016

#### J.D : Chemistry

##### Fu Jen Catholic University / New Taipei City, Taiwan

## LANGUAGES

Mandarin , English