

MAI-YUN HU

PHONE

2368620756

E-mail

legnahu9463@gmail.com

SUMMARY

Friendly, open-minded, seeking a position as a receptionist. 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. 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.
- Designed useful Excel sheets to automate data processing, which saved 10+ hours a week on routine work.
- Built new Excel sheets quickly for unfixed experiments everyday and visualized complex raw data to understandable and clear information

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