

# MAI-YUN HU

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## PHONE

2368620756

## E-mail

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## SUMMARY

Organized, detail-oriented, seeking a position as a administrative assistant. Bring active communication and efficient multitasking skill from previous job experience. Skilled and experienced at using Microsoft Office. Being able to speak and read English and Mandarin fluently.

## SKILLS

- Communication
- 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 automize 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