

MAI-YUN HU

PHONE

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SUMMARY

Friendly, detail-oriented, seeking a position as a Front Desk Agent. 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