

Yiyi Yao

38 Grenville St, Toronto, ON, M4Y1A5
catherineyaoyiyi@163.com | (437) 684-3389

SUMMARY

Hard-working student with knowledge of calculation and statistics. Aiming to leverage my abilities to successfully fill the vacancy at your company. I can be relied upon to help your company achieve its goals.

EDUCATION

University of Toronto, ON

Bachelor of mathematics and statistics major, Expected Graduation Date: May 2025

EXPERIENCE

Volunteer, Museum

- Answered questions, pointed out overlooked features and offered further details about special exhibits to educate visitors.
- Checked exhibits frequently for cleaning and maintenance needs to keep areas organized and tidy.
- Described tour points of interest to group members, responding to general inquiries and questions.
- Monitored visitors' activities to confirm compliance with establishment or tour regulations and safety practices.

Receptionist, Hotel

- Scheduled and confirmed appointments.
- Answered and directed incoming calls.
- Sorted incoming mails and directed them to the correct personnel each day.

ADDITIONAL SKILLS

- In-depth knowledge of social media: Twitter, Instagram, TikTok
- Adept with Microsoft Office
- Drawing skills

LANGUAGE

- English ----- Professional
- Chinese ----- Native
- Japanese ---- Limited