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| Marshall  Xie | |  |  | | --- | --- | | Kitsilano, Vancouver, BC |  | | 778-751-9689 |  | | Marshallxie16@gmail.com |  | |  |  | |  |  | |

**Objective:** A self-motivated and curious student with a passion for business and computer science, seeking to gain hands-on experience in retail and customer service over the summer.

# Education

## Kitsilano Secondary School – Vancouver, BC

### 2018 – 2022 (Class of 2022)

* Fiat Lux Scholarship - Academic Bronze (third highest mark in graduating class of 2022)
* Maintained an overall academic average of 98%
* Served as the founder and president of COVID Business Club (2020 – 2022)
* Current first year student in the BUCS program at UBC Sauder School of Business

# Volunteer/Work Experience

## Kitsilano Secondary School Store / Representative CEO

### (SEPT 2021 – JUNE 2022)

* Successfully managed school store that served over 1500 student and staff
* Managed and trained student workers
* Provided customer service using the Square POS system and resolved customer complaints
* Facilitated communication between managing teacher, store managers, and student workers

## Shopper’s Drug Mart Pharmacy / Work Experience Student

### (July 2021)

* Dispensed prescriptions for patients with attention to their unique needs
* Assisted customers at checkout and provided excellent customer service
* Organized and filed medical documents and records in a systematic manner

## SINAUTO Canada Inc. / Administrative Assistant

### (JAN 2020 – JUN 2021)

* Cold emailing potential clients to generate leads
* Maintained accurate client information in the CRM system
* Performed various administrative duties, including making phone calls

# Skills and Achievements

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| --- | --- |
| * Water Safety Instructor (WSI) certified * Standard First Aid and Bronze Cross certified * Trained in customer service * Certified in Google Digital Marketing * Recipient of McGill Major Entrance Scholarship and UBC Presidential Scholars Award * BC Achievement Scholarship | * Intermediate python and beginner proficiency in C, familiar with python modules: Tkinter, Pygame, and Selenium. * Fluent in Mandarin, conversational French * Proficient with Microsoft Office * Strong critical thinking and problem solving * Teamwork and communication * Known for being Diligent and dependable |