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

**Objective:** A self-motivated high school student with a passion for entrepreneurship, finance, and law seeking to gain hands-on experience through working with professionals across different industries.

# Education

## Kitsilano Secondary School – Vancouver, BC

### 2018 – present (Class of 2022)

* Gr. 8 - 11 Principal’s List (2018 – 2021)
* Overall academic average of 97%
* Kitsilano School Newsletter (Member) (2019 – 2020)
* COVID Distressed Business Club (President) (2020 – present)
* Representative CEO of school store at Kitsilano Secondary (2021 – present)

# Volunteer/Work Experience

## SINAUTO Canada Inc. / Administrative Assistant

### (January 2020 – present)

* Cold emailing potential clients to generate leads
* Making general phone calls to clients and guiding them through the consulting process
* Entering client data into the Client Relationship Management (CRM) system

## Kitsilano Community Centre / Summer Camp Assistant

### (July 2018 – Aug 2019)

* Volunteered for 4 seasons at 3 community centers (Coal Harbor, West End, and Kitsilano)
* Provided care for young children ages 4 – 12
* Assisted in organizing and implementing group activities and events

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

### (July 2021)

* Filling prescriptions for patients with attention to patients’ needs
* Serving customers and operating checkout to improve customer satisfaction
* Organizing and filing medical documents and records in a systematic manner

# Skills and Achievements

|  |  |
| --- | --- |
| * Fluent in Mandarin, conversational French * Competitive swimmer for over 5 years (provincial championships) * Water Safety Instructor (WSI) certified * Standard First Aid and Bronze Cross certified * AP Micro and Macroeconomics (5/5) * Certified and trained in customer service | * Participated in Wharton Global Investing Competition * Certified in Google Digital Marketing * Informative and creative writing * Critical thinking and problem solving * Teamwork and communication * Diligent and dependable |