



# Xiaoyan Liu

## EXPERIENCE

June 2023 - September 2023

**Intern Shenzhen Angell Technology Co., Ltd.** | Shenzhen, Guangdong

- Assisted with event planning, support and execution of virtual and in-person engagements.
- Determined consumer needs to provide products and services appealing to larger market.
- Wrote and submitted reports on industry trends, prompting managers to develop business plans.
- Maintained accurate records of all activities performed throughout internship period.

August 2022 - October 2022

**Intern Shenzhen UsefulTek Technology Co., Ltd.** | Shenzhen, Guangdong

- Completed routine maintenance and repair.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Demonstrated strong problem-solving skills, resolving issues efficiently and effectively.
- Organized client meetings to provide project updates.
- Maintained positive working relationship with fellow staff and management.

## EDUCATION AND TRAINING

Expected in September 2025

**Bachelor of Arts** | Communication, Culture, Information & Technology  
University of Toronto, Toronto, None

June 2021

**High School Diploma**

Wuhan Maple Leaf International High School, Wuhan, Hubei Province, China

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## SUMMARY

Dynamic and resourceful professional with internships at Shenzhen Angell Technology and Shenzhen UsefulTek Technology, demonstrating exceptional skills in Microsoft Office Suite and teamwork. Excelled in event planning, problem-solving, and enhancing service goals, contributing to significant business plan developments. Fluent in Mandarin and English, showcasing a goal-oriented mindset and professionalism.

## SKILLS

- Computer skills
- Teamwork and collaboration
- Fast learner
- Creative and resourceful