

Jia Chen

Marrickville, NSW, 2204

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Summary

- Looking for a position in office support.
- Six years face to face customer service and sales experience.
- Strong background in mathematics and great numerical skills.
- Positive and active personality. Eager to learn new skills.

Education

East Tennessee State University

B.S. IN MATHEMATICS

Johnson City, TN, USA

Aug 2014 - Dec 2017

- Undergraduate Research: Test for Randomness based on the Arcsine Distribution
- Advisor: Prof. Anant Godbole
- Cumulative GPA: 3.7 / 4.0
- Magna Cum Laude

Languages

Chinese Native

English Fluent

Residency and Citizenship Status

United States of America Citizen

Australia Working Visa with no restriction on hours

Experience

Nail Technician

ALL SALONS:

Virginia and Tennessee, USA

January 2013-September 2019

- Received Nail Technician License
- Held a full time job during my education at ETSU (35-45 hours per week).
- Developed an understanding of western culture, language, and diversity; learned to fit into a new environment.
- Upsells service and presents offer for new services and strives to deliver exceptional service and maintain a good relationship with the customers.
- Handles customer complaints and resolves any issues to the customers satisfaction.

Programming Languages and Skills

Excel (Intermediate), Word, Powerpoint, \LaTeX