

Chunxia Liu

clinvegas@hotmail.com | (702) 339-2012 | Oakland, California, US
<https://www.linkedin.com/in/chun-liu-932b2176>

SUMMARY	I'm a highly motivated and determined team player seeking an opportunity to apply my years of office and customer service experience to help my co-workers and employer succeed.	
EXPERIENCE	Wynn Resorts Limited, Dealer	2008-02-10 — 2018-03-23
	http://www.wynnlasvegas.com	
	<ul style="list-style-type: none">Opened and prepared game table, confirmed and counted contents, and verified final count with floor manager. Closed game, sorted cards, balanced rack, counted chips and signed off with supervisor.	
	MGM Grand, Group Dealer	2003-03-05 — 2008-02-10
	https://www.mgmgrand.com/en.html	
	<ul style="list-style-type: none">Controlled and maintained the pace of games. Educated new players about the rules, policies, and procedures of games. Ensured order and security of the game and players involved.	
	Suncoast, Heel Dealer	2003-07-18 — 2002-06-14
	http://www.suncoastcasino.com	
	<ul style="list-style-type: none">Exchanged money for playing chips. Ensured that cards and equipment used in games were in good condition. Reported and mitigated disputes. Upheld the integrity of assigned games. Disbursed winnings and collected losing bets according to the rules and procedures of the specific game.	
	Stone Group Co., Accountant Assistant	1995-06-24 — 2002-05-30
	http://en.hongxingstone.com	
	<ul style="list-style-type: none">Drafted and prepared bank documents, account receivables, and office budgets. Tracked and managed expenditures and payments. Organized and maintained company accounting records. Analyzed and reconciled client and vendor accounts. Assisted in the preparation of the corporate tax filing.	
	Jinpeng Law Office, Legal Assistant	1993-04-10 — 1995-06-10
	http://www.kingpound.com/	
	<ul style="list-style-type: none">Prepared and revised legal documents for attorneys. Conducted legal research. Scheduled appointments, interviewed clients, and took meeting notes. Reviewed and submitted client billing. Managed court calendars, scheduled trials, and hearings.	

EDUCATION	Wynn Hotel	2008-02-10 — 2016-03-29
	Job Training Program - Continuous Training in the Gaming Industry Security • Regulations • Floor, GPA: N/A	
	<div><div>Casino Security</div><div>Table Regulations</div><div>Floor Management</div></div>	
	ACC	2001-01-05 — 2002-01-18
	Certificate - Poker, Blackjack, Roulette, Craps, and Baccarat	
SKILLS	University of Science and Technology Beijing	1995-08-20 — 1997-06-15
	Associates Degree - International Finance	
	Table Games (<i>Master</i>): Baccarat, Roulette, Blackjack, Regulatory Compliance	
	Customer Service (<i>Master</i>): Client Relations, Excellent Communication	
	Software (<i>Intermediate</i>): Microsoft Office, Microsoft Excel, Google Docs, Sketch	
LANGUAGES	Mandarin (<i>Native Speaker</i>) , Cantonese (<i>Native Speaker</i>)	
INTERESTS	Fashion, Business, Technology, Languages	