

## Objective

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Position as entry-level assistant where my learning experience, professional knowledge and communication abilities will be key factors in contributing to your company. And, allow using my education experience to gain meaningful work experience.

## Highlights of Qualifications

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- Excellent analytical skills to analyze situations and develop solutions to solve problems
- Skilled in calculating and tabulating results
- Desired to try new things and learn quickly
- Ability to effectively collect and organize information
- Able to manage time effectively
- Collaborate easily with co-workers and work dependently
- Proficient in using Microsoft and some photography softwares

## Education

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Business Administration- International Business Advanced Diploma

September 2012- April 2015

Centennial College, Toronto, ON

### Relevant courses included:

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|--------------------------------|--|
| • Global Logistics             | • Human Resources Management             |
| • Customs Procedures           | • Business Analysis                      |
| • International Marketing      | • Importing and Exporting                |
| • Purchasing Supply Management | • International trade and commercial law |

## Academic Project Experience

Business Analysis

October 2014

The market we studied is logistics industry. There were four members in our team. Each one was responsible for one company. These four companies are Canada Post, UPS, FedEx and Purolator Inc. We had to analyze four companies' situations based on many statistics, and then compared them. We collected much information about these companies according to their annual report. By analyzing their market, we understood positions of them in logistics industry. Moreover, we tabulated results based on five porter's factors and SWOT analysis. According to this study

experience, I got a lesson that learning skills to conduct research and analyze statistics are important to a company.

Business planning

April 2015

We operated a project through whole semester. The product we designed to produce was HDMI cable with advanced technology. This project consisted of company description, marketing, management and financial plan. We finished this project by allocating job in each week. Each group member would attend discussion and provide their ideas. From this project, I knew the components of a business. The most important was learning to how to collaborate with partners.

## **Related Work Experience**

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Call Center customer service representative (Part-time)

May 2015- August 2015

Cido Research Ltd., Toronto, ON

- Maintains call center database by entering information
- Accomplish the survey by contacting and inquiring the existing customers with professional skills
- Understand the needs from customer and satisfy them

Manager Assistant

August 2015-December 2016

360 Home Photography, Toronto, ON

- Complete missions in time and clarify the priority during many tasks
- Take phone calls from customers to introduce our products, then advise correctly
- Design brochures and revise details based on customers suggestions
- Double check appointments information in next day for photographers
- Be familiar with Treb Net system