

# JOANNE TANG

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## EDUCATION

Ryerson University - Ted Rogers School of Management 2011 - Present

- Bachelor of Commerce, May of 2015
  - Human Resource Major

## QUALIFICATIONS

- Able to work in a fast paced environment and adapt to new techniques easily
- Proven capable of working in teams as well as individually
- Attentive listener and multi-lingual; Cantonese, Mandarin, and English

## WORK EXPERIENCE

### *Human Resource Executive*

Ryerson University Chinese Students' Association (RUCSA) 2013 – Present

- Notifies and gathers executives to assist club events (Works closely with event department to delegate responsibilities to executives)
- Frequently updates members' contact information

### *Brand Ambassador*

Lofco Canada Inc 2013 – Present

- Helped build brand awareness in the community of the promotion
- Distributed product samples to consumers
- Answered any questions or inquiries consumers had in regards to products

### *Receptionist*

Century21 South Breeze Realty Inc. Brokerage 2012 – Present

- Handled incoming phone calls and gave confirmation regarding appointments
- Helped agents gather necessary documents to make an offer on a property
- Used QuickOffice and MLS computer programs daily

### *Dispatcher*

AuthentiGate August 2013 – September 2013  
AuthentiGate August 2012 – September 2012

- Used the telephone and radio system to coordinate staff and troubleshoot problems
- Updated the barcode system daily to ensure employees had proper access to grounds
- Handled absenteeism through scheduling another employee for the open shift

## ACHIEVEMENT

- Ryerson University Varsity Badminton Athlete 2013-2014
- Ryerson University Varsity Badminton Athlete 2011-2012

References available upon request