



# PEI WEN HSIAU

## CONTACT

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## LANGUAGE

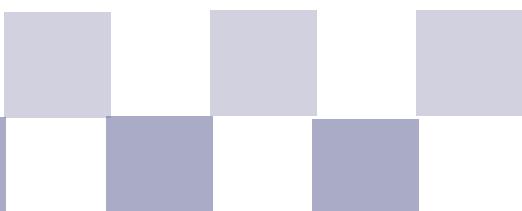
CHINESE

JAPANESE

ENGLISH

## INTERESTS

- Sci-fi show/novels
- Photography
- Table tennis
- Space research
- Traveling
- Abstract painting



## SUMMARY

A responsible, trustworthy individual who handles tasks effectively while under pressure, multitasking, or working as part of a team. Able to combine technical product knowledge with efficient communication and personalization to provide complete customer service.

## EXPERIENCES

### STAPLES | RENTON, WA USA

SALES ASSOCIATE | MAR 2018 - CURRENT

- Operated planograms and conducted price tag management
- Utilized office/tech product expertise and basic sales knowledge to enhance customer service and improve in-store shopping experience

### JELLY TECHNOLOGY | TAICHUNG CITY, TAIWAN

SALES & MARKETING ASSISTANT | SEP 2016 - NOV 2017

- Composed/documenting paperwork and emails, including order confirmation and shipping documentation
- Designed promotional catalogs, engaged in product photography and enhanced the official website layout and content
- Demonstrated the use of products and performed maintenance with maintenance team

### KAOHSIUNG MUSEUM OF FINE ARTS | KAOHSIUNG CITY, TAIWAN

INFORMATION DESK INTERN | SEP 2016 - NOV 2017

- Engaged in holistic customer service, including answering phone/email questions, arranging accurate museum information and operating the audio guidance lending service
- Provided support for corporate events (press conference, tea party, etc.)

## EDUCATIONS

### SEATTLE CENTRAL COLLEGE

WEB DESIGN PROGRAM | SEP 2018 - CURRENT

### NATIONAL KAOHSIUNG UNIVERSITY OF SCIENCE & TECHNOLOGY

BACHELOR OF ARTS - ENGLISH | SEP 2012 - JAN 2017

### NATIONAL CHANGHUA HIGH SCHOOL OF COMMERCE

MAJOR IN ADVERTISEMENT DESIGN | SEP 2009 - JUN 2012

## SKILLS

- Computer functions
- SEO and Google Analytics
- Web maintenance
- Layout design
- Photo editing
- Market research
- Photoshop and Illustrator

## HIGHLIGHTS

- Multi-tasking/ organization
- Customer service
- Time management
- Team player
- Fast learner
- Motivated
- Problem-solver