

# Xiao Ling (Cherry) Zheng

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## **Objective**

Looking to start my career as a licensed real estate agent, where I can uphold business standards and expand my knowledge of real estate practice.

## **Professional Profile**

- Customer service-focused
- Strong interpersonal and communication skills
- Able to adapt and make suitable change to new surroundings
- Write and speak English, Cantonese, and Mandarin fluently

## **Education**

**Real Estate Education (Pre-Registration Phase)**  
Humber College – TORONTO, ONTARIO, CANADA

Jan 2021 – June 2021

## **Work Experience**

**P&G Crest/Oral B Ontario Dental Association Conference 2019**

**Toronto**

Independent Contractor

May 2019

- Professionally interacted with and engaged dental professionals and conference attendees regarding Crest and Oral-B products
- Managed the Crest/Oral B station to ensure proper cleanliness at all time
- Directed traffic flow of conference attendees through station in an organized and orderly manner

**Woodbine Steeles Sleep Clinic**

**Markham**

Administrative Assistant

July 2016 – September 2017

- Demonstrated ability to work independently and as part of a team
- Competent at filing and updating records
- Retrieved information quickly and efficiently
- Managed and completed multiple tasks accurately and by deadline