

# SARAH QIN

403-909-8286

YA.QIN@UCALGARY.CA

To work in various positions in a professional and exciting environment where effective communication, problem solving, and effective teamwork are required in providing outstanding support.

## SKILLS

- Excellent communication skill and confident dealing with the public
- Ability to work independently without supervision
- Friendly, punctual, responsible, and committed to providing good customer service
- Cash and inventory management
- Proficient in MS Word, Excel, Power Point, etc.
- Adaptable to new environments, and able to learn quickly
- Experience in providing administrative and clerical support services
- Attentive to details
- Works well in a team environment and independently
- Fluent in English, Cantonese, and Mandarin

## EDUCATION

SEPTEMBER 2021 - PRESENT

**BACHELOR OF SCIENCE, MAYJOR IN SOFTWARE ENGINEERING**

UNIVERSITY OF CALGARY, CALGARY, ALBERTA

GRAUDATED 2020

**ADMINITRATIVE PROFESSIONAL CERTIFICATE**

BOW VALLEY COLLEGE, CALGARY, ALBERTA

STUDENT'S ASSOCIATION AWARD (2020)

GRADUATED 2018

**BACHELOR OF ARTS, MAYJOR IN PSYCHOLOGY**

UNIVERSITY OF CALGARY, CALGARY, ALBERTA

Alexander Rutherford Scholarship (2014)

Jason Lang Scholarship (2016)

## EXPERIENCE

**JULY 2022 – SEPTEMBER 2022**

### **PROGRAM ASSISTANT, CANADA FOOD INSPECTION AGENCY**

- Performed general administrative and clerical support such as data entry, scheduling meetings, minute taking, and organization
- Answered calls from the public and directed them to appropriate resources
- Communicated with the Finance and Human Resource department for staffing processes
- Experience in submission of personal and travel expenses
- Participated in the regional diversity team as secretariat
- Communicated with the inspection team and others to establish goals

**AUGUST 2018 – SEPTEMBER 2021**

### **SUPERVISOR, STARBUCKS**

- Supervised and maintained the workflow
- Cash management and inventory count
- Greet customers and take customers' orders at register and the drive thru window
- Handled cash and card transactions
- Prepared handcrafted beverages and food items for customers
- Maintained a clean and welcoming environment for customers
- Conversated with the team to prioritize and establish goals

**JULY 2018**

### **LINE COOK, CALGARY STAMPEDE**

- Prepared ingredients for the panini, charcuterie, and cheese plates
- Served food to customers and fulfilled customers' requests in a friendly manner
- Cleaned and sanitized stations each time after use
- Communicated with team members to establish tasks
- Adjusted to change of tasks and demands given by the supervisor

**SEPTEMBER 2012 – SEPTEMBER 2014**

### **STUDENT PAGE, CALGARY PUBLIC LIBRARY**

- Utilized organization skills to place books back on the shelves according to the number system
- Self-motivated to work independently and adjust to work-load demands
- Communicated with team members to prioritize tasks and meet deadlines

## VOLUNTEER EXPERIENCE

**AUGUST 2018 – PRESENT**

### **VOLUNTEER CARE HELPER, WING KEI GREENVIEW SUPPORTIVE LIVING**

- Help with recreational activities such as crafts, music class, and baking with the senior residents
  - Encourage and direct senior residents as needed

- Communicate with the senior residents and ensure they are enjoying these activities
- Porter the residents to the locations of activities and back to the common area
- Help with administrative tasks such as labeling, filing, data entry, transcription/translation, and organizing documents.

## **REFERENCE – AVAILABLE UPON REQUEST**