

Tiana Huang

Edmonton, Alberta T6L1N5
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EDUCATION

Lillian Osborne High School - Edmonton, AB
Expected in 2026

PROFESSIONAL SUMMARY

Organized and dependable candidate, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

Time Management — Customer Service

Teamwork and Collaboration — Friendly, Positive Attitude

Excellent Communication — Foreign Language Skills

Flexible and Adaptable — Active Listening

WORK HISTORY

DATA ENTRY AND SHIPPER | 06/2023 to 09/2023

Hi-Tech Seals Inc. - Edmonton, AB

- Followed the supervisor's instructions well.
- Managed to complete tasks exceptionally.
- Processed and restocked inventory.
- Friendly and respectful to coworkers.
- Focused on responsibilities.

TEACHER ASSISTANT | 04/2023 to 05/2023

Giraffe English School - Taoyuan, TW

- Marked English homework and tests.
- Helped organize bookshelves.
- Helped with cleaning up before and after classes.
- Listened to instructions exceptionally.

ALL AROUND EMPLOYEE | 07/24 to 09/24

This Bistro - Tainan, TW

- Waited and served tables.
- Worked behind the counter.
- Cleaned up the restaurant and washed dishes.
- Prepared ingredients for kitchen staff.

LANGUAGES

English

Mandarin