

# Heren Klein

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## Summary

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A current NAIT post-secondary student passionate about communications and engaging with new people daily. Experienced in fast-paced environments, including Vietnamese restaurants and bike workshops, I have developed into a reliable and quick learner.

## Experience

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### **Bike Edmonton Community Shop | Edmonton, AB**

#### **Bike Mechanic Volunteering | 12/2023 - 06/2024**

- Preparing to open shop in advance.
- Completing prioritized tasks.
- Helping customers select items to fit their personal use.
- Restocking ; organizing and pricing items.
- Completing assigned tasks prior to shift end.
- Cashing and checking out customers order
- Recording important event inside the shop's log

### **Gia Phat Restaurant | Tra Vinh**

#### **Restaurant Teammember | 01/2020 - 02/2022**

- Maintaining a professional & comfortable environment for customers.
- Greeting customers.
- Grill cooking various meats.
- Handling vegetables; dishwashing;...
- Sanitizing and cleaning workplace post and during work hours.
- Feedback taker from customers.
- Contributing both to front end and back end's team.

## Availabilities

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Sunday: All day

Monday - Friday: 3pm - 7am

Saturday: All day

## Skills

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Customer service, Sales, Organization, Teamwork, Typing, Troubleshooting, Computer Skills, Fluent in English, Restocking , Cashing

## Certificates

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Proserve, Food Handler Certification

## Education

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### **NAIT | Edmonton, Alberta**

#### **IT | 02/2027**

- Currently completing courses in computer science, robotics, and statistics

### **Edmonton Victoria School | Edmonton, Alberta**

#### **HIGH SCHOOL DIPLOMA | 02/2024**

- Graduated with an average score more than 3.7+ GPA

