

# Allen Liu

I am currently a student who will be finishing his bachelors at the University of Alberta. I am able handle any and all assignments or tasks given to me with the utmost commitment and strive to go above and beyond other's expectations. I am always looking for areas where I can improve upon. I embrace challenges as they provide me with the experience and knowledge I need for the future. I am accustomed to working in a fast paced environment from previous work experiences and understand the importance of ensuring all the procedure is done accurately. If I am unfamiliar with a procedure, I do not hesitate to ask for assistance and will ensure that I understand the process as quickly as possible.

## PREVIOUS EXPERIENCES

### Visions Electronics, Edmonton — Work

February 2023 - Current

Position: Sales Associate- Assist the customer with their purchase decision, demonstrating accurate knowledge and information regarding the products being presented.  
Closing the sale and ensuring the customer is satisfied with their purchase.  
Print out prices and ensure all tags are up to date.  
Proficient use of excel to ensure the store's inventory is correct and up to date.  
Send emails regarding specific products to be ordered and shipped.  
Book delivery and installation of appliances with the program provided.

### UPS, Edmonton — Work

July 2022-august 2022

Position: preloader- Arrive at UPS early in the morning to load packages into the trucks of UPS.

### BestBuy, Langley — Work

August 2018, January 2019

Position: Sales specialist- Provide customers with the information that are crucial towards the products they are interested in and help them decide on a product that is tailored to their individual needs.  
Solve any issues that customers have with products such as security cameras, smartwatches and headphones.

### Long & McQuade — Work

Sept 2018, Oct 2018

Position: Rental Session- Ensure that the parents sign the required documentation to rent an instrument for their children for school.  
Inform the parents about the different methods to rent the instrument

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## SKILLS

Excellent time management skills

Fast Learner

Able to multitask

Cautious

Positive Attitude at all times

Easy going yet Versatile

Persistent

Open minded

Determined

Outgoing

Strong Interpersonal skills

Proficient with Microsoft Office

Proficient with Google workplace

## LANGUAGES

English

Mandarin Chinese

and provide advice about the instrument they are renting.

**Heart and Stroke Foundation, R.E Mountain Secondary—  
*Volunteer***

Sept 2017– June 2018

Position: Chief Assistant – Organize potential fundraisers and contact companies for possible donation offers.

**Taiwan's Fund for Children and Families, Taiwan— *Volunteer***

Summer of 2017

Position: Assist in events such as taking care of children, repainting the old walls, provide additional support in organized parades, and help spread awareness for their cause. Taught children english and engaged in physical activities.

**The Salvation Army, Gateway of Hope, Langley — *Volunteer***

Oct 2016– June 2017

Position: Help prepare and cook meals for homeless people with other volunteers, as well as serving food and drinks to people.

**EDUCATION**

**R.E Mountain Secondary, Langley — International  
Baccalaureate**

Sept 2013- June 2018

Received diploma for International Baccalaureate

**University of Alberta, Edmonton**

Currently enrolled as a student majoring in psychology and minoring in sociology

## REFERENCE

William Liu  
The Royal Canadian Mounted Police (RCMP)  
B.C.  
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