

# Tiana Huang

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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**