

Sophia S. Liao

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Enthusiastic and personable university student with 4+ years of experience in teaching, customer service, and event coordination. Quick to learn, thrive in team environments, and passionate about creating positive experiences.

Skills

Customer Service: Friendly and Approachable, Product Knowledge, Conflict Resolution

Workplace and Admin: Excel, Scheduling Assistance, Front Desk Communications

Efficiency and Organization: Multitasking, Time Management, Attention to Detail

Team and Leadership: Collaborative Team Player, Growth Focused Mindset

Additional Skills: Fluency in English and French, Adaptable, Fast Learner, Creative Problem Solving

Relevant Work Experience

Administrative Assistant, 3J Holdings – Regina, SK July 2024 – Aug 2024

- Managed financial records, including invoicing and expense tracking, using Excel to ensure accurate and efficient property management operations.
- Assisted with tenant communications, lease agreements and financial reporting, contributing to the overall administrative and operational efficiency of the company.

Student Assistant, Dance City – Regina, SK Sept 2019 - June 2023

- Taught more than 50 children weekly in tap, jazz, ballet, and lyrical dance, while preparing and rehearsing 10+ routines for regional competitions, achieving notable placements.
- Provided customer service by communicating feedback to dancers and families and engaged with potential students and families through front desk interactions.

Education

University of British Columbia, BAsC in Biomedical Engineering Sept 2023 – Present

Additional Experience

French & Mathematics Tutor

- Provided one-on-one academic support in French and math for elementary aged children.
- Tailored learning to suit individual learning styles while building confidence through positive reinforcements.

Social Coordinator for Biomedical Engineering Undergraduate Student Association

- Organized social events and mixers for engineering students to foster community, collaboration and overall well being.
- Managed logistics, communications and budgeting while focusing on our target audience.

Charity Event Coordinator

- Planned and hosted studio-wide charity events for previous dance studio.
- Coordinated volunteers, budgets, and donations to our in house charity, building leadership skills through planning and communications.