

# Hello

## I'm Tonya Xiong

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### Experience:

#### **Guest Coordinator, Rocco Altobelli Salon & Spa**

*August 2019 - Present*

- › Schedule guest appointments
- › Answer phones
- › Open & close the salon

#### **Take-Out Specialist, Chipotle Mexican Grill**

*March 2015 - August 2019*

- › New recruit training
- › Food prep
- › Prepare online & catering orders

#### **Office Assistant, Hamline University**

*September 2014 - May 2015*

- › Organize student files
- › Enter incoming student inquiries into online portal
- › Prepare packets & marketing brochures

#### **Keyholder, TCBY**

*September 2013 - June 2014*

- › Maintain cleanliness of store
- › Order inventory
- › Prepare food for customers

#### **Cashier, Payless Shoes**

*April 2013 - September 2013*

- › Restock merchandise
- › Manage POS systems
- › Welcome customers & offer assistance

### Education:

#### **Saint Paul College**

Visualization Technology A.A.S.

*January 2019 - December 2020*

*(expected)*

#### **Online Portfolio**

<http://tonyaxiong.github.io>

### Skills:

- › Photoshop, Illustrator, InDesign
- › Wordpress, Squarespace
- › Microsoft Word, Excel
- › Basic HTML & CSS
- › Customer Service
- › Problem Solving

### Volunteer:

#### **Caring for Cats, Inc.**

*June 2019 - Present*

2 Hours/Week

- › Maintain cleanliness of the shelter
- › Assist in updating website