

Xiaoying Liu

92 Ottawa Ave San Francisco CA 94112 •(415)425-6235 •liuxiaoying200@gmail.com

OBJECTIVE

Seeking position to contribute to my professional skills in a position with a growing and dynamic technology firm

SUMMARY OF SKILLS

- *Language:* Chinese(Mandarin and Cantonese), English and Japanese, spoken and written
- *Communication:* Consistently received positive evaluations from supervisors
- *Technical:* PC, Proficient in MS Office, Photoshop, Illustrator, InDesign. Knowledge of HTML, CSS, JavaScript and Python

EDUCATION

City College of San Francisco

- Visual Design Foundation Certificate

Expected June 2021

Zhuhai College of Jilin University, China

- Bachelor of Arts in Japanese

June 2019

WORKING EXPERIENCE

Line cook

Koja Kitchen

San Francisco, CA

September 2019-March 2020

- Satisfied guests through providing excellent service
- Kept a good relationship with coworkers and supervisors with team work
- Accomplished multi-task as a line cook, cashier, dish washer in a fast-paced environment

Order Processing Clerk

Esave Enterprises Inc

South San Francisco, CA

February 2019-April 2019

- Dealt with online orders on Amazon
- Responded to customers' complaints or questions regarding different goods online
- Packed goods in boxes before shipped to Amazon

EXTRA CURRICULAR ACTIVITIES

Startup Training Program Team Leader

Campus activities, Zhuhai College of Jilin University

Guangdong, China

April 2017-April 2019

- Conceived a proposal called "Inferential Suspense Themed Restaurant with the Use of VR Tech" in "Provincial College Students' innovation and entrepreneurship training program"
- Gained first-hand experience working with VR and AI in a professional setting
- Gained understanding in restaurant operation involved marketing, ad, cost by marketing survey and online searching

Member of Undergraduate Safety Precaution Club

Campus activities, Zhuhai College of Jilin University

Guangdong, China

September 2017-June 2018

- Department head: organized and operated activities for the club
- Student assistant: helped to record and organize traffic cases by excel
- Volunteer: offered service including helping store materials, offering water bottles to those in need, and providing first-aid around the sports field
- Narrator: educated students about fire safety and dormitory safety through demonstrations