

Xiaomin Wang

1248 Saddlehorn Way - Walnut, CA 91789
rabbit_jenny@yahoo.com - 702-202-8251

WORK EXPERIENCE

Sales Assistant

POA International Group - Las Vegas, NV - August 2014 to December 2014

Responsibilities

Sales Assistant, taking phone calls, Data Processing, Accounting

Skills Used

Trilingual (Mandarin, Cantonese and English)

Agent Assistan

State Farm Mutual Automobile Insurance Company - Walnut, CA - February 2014 to March 2014

Responsibilities

Assistan, taking phone call

Skills Used

Trilingual (Mandarin, Cantonese and English)

Data Processing Clerk

Art Trading Inc - Las Vegas, NV - January 2006 to June 2007

702/202-8250

Truck Series Volunteer

Truck Series - Las Vegas, NV - April 2007 to May 2007

Assistant

Sahara west library-Young People's Department - Las Vegas, NV - July 2006 to November 2006

Deanna Causey Officer 702/507-3644

EDUCATION

High School

Palo Verde High School - Las Vegas, NV

2004 to 2007

English learning in WIL World Institute Link

2003 to 2004

Junior High School in China

2000 to 2003

Elementary School in China

1994 to 2000

SKILLS

Trilingual (Mandarin, Cantonese and English)

ADDITIONAL INFORMATION

RELATED SKILLS

Trilingual (Mandarin, Cantonese and English)