

Xiaoyang Jin

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✧ EDUCATION:

- San Francisco State University
Bachelor of Science in Hospitality and Tourism Management
Minor: Business Administration
Aug 2010-Aug 2014
San Francisco, California

✧ EXPERIENCE:

- InterContinental San Francisco
o Intern at F&B department
o Assist restaurant and outlet managers in Michelin 1 star Luce Restaurant.
o Assist In-room dining service at InterContinental San Francisco.
Jun 2014- Aug 2014
San Francisco, California
- 5Fifteen Auto Body
o Assistance Manager
o Estimating repair cost for customers and ordering parts from wholesale automotive companies.
Jan 2013- June 2014
Burlingame, California
- Vista Room of San Francisco State University
o Host, Beverage Manager
o Serving assigned tables and preparing beverages and drinks for guests at beverage station.
Feb 2013-May 2013
San Francisco, California
- Wuhan Wanda Realm Hotel
May 2012-Aug 2012 & Dec 2012-Jan 2013
o Front Desk Agent & Assistant for Sales and Marketing Department
o Helping hotel guests check-in and check-out and assisting the Director of Sales and Marketing with forecasting hotels daily revenue.
- Chinese Student and Scholar Association at SF State
o Event planner
o Collaborating with President in several events with 50-100 attendees.
Oct 2012-Dec 2012
San Francisco, California
- Phippsburg Elementary School
o Volunteer
o Teach Mandarin Chinese to the students at elementary school.
Jan 2009
Phippsburg, Maine

✧ PERSONAL INFORMATION:

- Fluent in English and Mandarin Chinese
- TIPS training certified.
- Familiar with Micro system in the restaurant & In-room dinning
- Computer Skills
 - o Master user of Microsoft Office software
 - o Master user of Delphi, certificated
- Interests:
 - o Master in saxophone & Clarinet