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| **HONG ZHENG LI**  **———** CONTACT **———**  Cell: 204-955-6602  Email: lihongzheng11@gmail.com  **———** PROFILE **———**  **Excellent communication and leadership skills**  I work with smile; I am out-going and friendly.  **Self-motivated**  I always maintain positive relations with staff and customers in high-volume, fast paced working environment.  **Strong work ethic**  I handle pressure well. I am organized and very good at time management.  **———** PRO SKILLS **———**  WORD  PPT  EXCEL  **———**  REFERENCE **———**  Mr. Jiapeng Cai  Owner,  FengXing International Education Service Co. Ltd  Email: [jiapengccc@gmail.com](mailto:jiapengccc@gmail.com)  Mrs. Luting Zhang  Owner, Yami Garden Restaurant  Email: happyoxxo@hotmail.com | **———** EXPERIENCE **———**  **FengXing International Education Service Co. Ltd**  *Winnipeg, MB/Shenzhen, China*  **Co-owner/ marketing manager** *April 2019 – Feb 2020*   * Managed and designed company’s social media, brochures. Increased company presence by 25% * Traveled overseas and expended new business opportunities with prospective clients. * Developed new partnerships between Canadian and Chinese institutions while maintaining strong relationship with existing corporations.   **Yami Garden Restaurant**  *Winnipeg, MB*  **Supervisor** *Dec 2018 – March 2019*   * Supervised and evaluated employees, counselled and promoted employee growth, efficiency, morale and teamwork. * Determined work procedures, assisted with hiring, training and performance management and reviews. * Designed and advertised new combos, discount and special meals, Increased sales by 40% * Assisted with inventory check, communicated and worked with vendors * Maintained high standard of sanitation and safety, ensured compliance with all regulatory and facility guidelines.   **AAA Qualiy Construction & Renovation** *Winnipeg, MB*  **Heavy Duty Mechanic**  *Dec 2017 – Nov 2018*   * Inspected bulldozers, cranes, graders and other heavy construction equipment for proper performance, and inspect equipment to detect faults and malfunctions * Diagnosed faults or malfunctions using computerized and other testing equipment to determine the extent of repair required * Adjusted equipment and repair or replace defective parts, components or systems using professional tools * Tested repaired equipment for proper performance and to ensure that work meets manufacturers’ specifications   **———**  EDUCATION **———**  Manitoba Institute of Trades and Technology - Auto Mechanic  Sep 2016 – Oct 2017 |
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