

FANGZHOU QIN

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SUMMARY

I am currently looking for a job as a manager assistant, and i am willing to start from entry-level to gain significant work experience.

Personable, organized(I always plan ahead) and self-reliant quick responder and innovator(I can either work with teams or work on my own to achieve tasks and goals) that identifies solutions to different kinds of projects through to timely completion(I had a few of complex team project during my fall semester in College LaSalle, and i could always came up with the most appropriate solutions to deal with those projects and finished my tasks on time. Moreover, i also helped other team members on their parts to achieve our goals).

SKILLS

- Issue resolution
- Time management
- Flexible schedule
- High-energy attitude
- Excellent multi-tasker
- Effective team player
- Opera System proficiency
- Microsoft proficiency

EXPERIENCE

01/2019 to Current

Student

College LaSalle — Montreal, Quebec

I can work in diversity workplace and i speak both Chinese and English, so i have ability to communicate with clients from China, which could help the company to attract more Chinese customers. I came to Canada as an international student, and i have a two-year study experience in Australia, which gave me significant opportunities to experience different culture and work with people from different culture backgrounds. From my previous semester, i have worked with different classmates in college for group projects, we communicated effectively and achieved high marks on our group projects.

EDUCATION AND TRAINING

2021

DEC: Business Management

College LaSalle — 2000 Rue Sainte-Catherine O, Montreal, QC H3H 2T3

2018

Hotel Management

Griffith University, Gold Coast Campus — Southport, QLD

2016

High School Diploma

Wuhan Foreign Language School

LINKEDIN

<https://www.linkedin.com/in/fangzhou-qin-088064164/>

PORTFOLIO

<http://www.lcieducation.com/en/portfolios/students/58281#fndtn-projects>