

# JIACHENG CHEN

2100, Boul. De Maisonneuve Ouest, Montréal, QC, H3H 1K6/

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## Summary of Qualification

### Team work/Leadership Skills

- Experienced in working in a fast-paced, intense environment.
- Co-led and managed a group of new members.
- Positive work ethic.

### Administration/Computer Skills

- Demonstrated ability to manage cash register and related accounting procedures.
- Organized marketing events within the student population.
- Flexible in working hours.

### Interpersonal/Communication Skills

- Provided qualitative communication skills along with customer service.
- Trained in attending phone calls and answering customer queries.
- Language – Mandarin
  - English – Advanced
  - French – Intermediate

## Education

### ***Bachelor of Business Administration***

Memorial University, Canada

Graduated in 2017

## ***French Minor***

Memorial University, Canada

Graduated in 2017

## ***French Immersion Program***

Frecker Program, Memorial University  
Saint-Pierre et Miquelon, France

Fall 2016

## ***Fashion Design***

LaSalle College, Canada

Jan. 2018 – Present

## **Work Experience**

### ***Starbucks***

*Barista*

Sept. 2014 - May 2015

191 Kenmount Road, St. John's, NL, Canada

Helped maintain a positive work environment.

- ☐ Expert in taking or entering orders, canceling accounts and obtaining details of complaints.
- ☐ Responsible for general cleaning duties.

### ***Walmart***

Cashier

Oct. 2015 – July 2016

90 Aberdeen Ave. St. John's, NL, Canada

- Greet customers and provide them information about products and services as they get to the cash register.
- ☐ Responsible for counting money at the end of the night shift.
- ☐ Respond to customers' complaints and resolve their issues.

## **Sobeys**

Cashier/Clerk

Jan. 2017 – May 2017

45 Ropewalk Lane. St. John's, NL, Canada

- ☐ Responsible for the performance of secretarial, clerical, and administrative assignments.
- ☐ Responsible for scanning goods, collecting payments, and issuing receipts, refunds, change or tickets.

## **Shoppers**

Postal Office Clerk

May. 2017 – Dec. 2017

250 Lemarchant Rd, St. John's, NL, Canada

- ☐ Perform tasks in post office, such as receive letters and parcels, sell stamps and envelopes, fill out and sell money order.
- ☐ Responsible for scanning goods, collecting payments, and issuing receipts, refunds, change or tickets.
- Helped to maintain a clean working environment.

## **Volunteer Experience**

### **Rogers TV**

Switcher

Sept. 2015 – May 2016

### **Fashion Preview Montreal**

Backstage dresser

Oct. 2018

# Reference

Available upon request