

Shuxuan Tang

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SUMMARY OF QUALIFICATIONS

- Sense of organization, attention to detail
- Motivation and determination
- Professionalism: punctuality, discipline and respect
- Motivated by continuous learning

WORK EXPERIENCE

Travel Consultant

Feb. 2018 to May 2018

Concord Tours & Travel, Montreal, Quebec, Canada

- Research travel products and present the best deals based on client needs
- Build strong relationships with clients by promoting travel options proactively
- Advise clients on travel arrangements, e.g. visas and passports
- Monitor the bookings procedure and keep clients informed of any changes
- Balance receipts of all the sales every day by using Excel

Waitress and Cook

Mar. 2016 to Nov. 2017

Paris Crêpe, Montreal, Quebec, Canada

- Greet clients, present menu and take orders, proactively offer guidance
- Cooperate with other staff in delivering high standards of customer service
- Monitor and stock food items and kitchen supplies
- Accurately process charges and transact through cash, debit and credit card

VOLUNTEER EXPERIENCE

Organize the event – Jeux Du Tourisme

Jan. 2017 to Apr. 2017

LaSalle College, Montreal, Quebec, Canada

- Communicate with sponsorship with up-to-date information about the event
- Collect personal information of all the participants
- Communicate with all the participants to update event information
- Record and balance financial expenses and receipts by using Excel
- Organize and decorate the venue for the opening ceremony
- Manage check-ins for all the participants and hand out the name tags
- Take photos during the event and post on social media

Leader of Art Editor

Oct. 2008 to Apr. 2011

School Newspaper, Sino-Canada High School, Jiangsu Province, China

- Design layout for each newspaper on Photoshop

- Edit pictures by using Photoshop
- Organize members training and monitor the process
- Organize meetings regularly to distribute tasks and check everyone's progress

Leader of Money Raising Group

Sep. 2008 to Nov. 2008

Teacher Charity Auction, Sino-Canada High School, Jiangsu Province, China

- Visit factories to solicit goods for selling to raise money for the orphanage
- Handle money and balance expenses and receipts by using Excel
- Manage and distribute tasks to group members
- Organize and decorate the venue for the auction
- Establish sales goals and develop the strategy for the whole group

EDUCATION

Tourism Techniques, Specialization in Development and Promotion of Travel Products (DEC)

Jan. 2015 - May 2017

LaSalle College, Montreal, Quebec, Canada

Computer Science

Sep. 2012 - Aug. 2014

Concordia University, Montreal, Quebec, Canada

LANGUAGE SKILLS

- English (Professional working proficiency)
- Mandarin (Native proficiency)
- French (Elementary proficiency)

SKILLS

- Computer Skills: Reservation Systems (Sabre and Apollo), Sirev, PcVoyage, Microsoft Office (Word, Excel, PowerPoint), and Photoshop
- Digital photography
- Social Media: Facebook, Instagram, Twitter, Pintrest, LinkedIn, Wechat