

Jenny Zhang

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Objective: To obtain an Office Administrator position at Orbis Investments

Education

University of British Columbia / Bachelor of Arts

Major in Mathematics and Minor in Economics

September 2016 - Present, Vancouver, BC

Employment

Public Chinese Medicine Clinic / Administrative Secretary

October 2017 - PRESENT, Richmond, BC

Responsible for helping patients schedule appointments and handle all payments. Making sure that patients have all the information needed to fill out claim forms. In-charge of organizing and inputting any new data from patients into Excel.

Aritzia / Sales Staff

January 2017 - August 2017, Vancouver, BC

My job consisted of performing duties such as: greet customers when entering, recommend, select, and help locate or obtain merchandise based on customer needs, maintain knowledge of current sales and promotions and answer questions regarding the store and its merchandise.

Vancouver School Board / Summer School Staff

June 2015 - August 2015, Vancouver, BC

Assisted students and teachers by answering any questions, getting materials together and chaperoning students on field trips. Worked the food store which consisted of: asking for their orders, handling money, preparing food and keeping track of the inventory.

Volunteer

JDRF Canada

2014 - 2016, Vancouver, BC

Volunteered at multiple events to help raise money and awareness for diabetes.

Big Brothers of Greater Vancouver

January 2016, Burnaby, BC

Helped to research and reach out to people to help promote events. In charge of coordinating and maintaining their social media platform Twitter to promote events. Performed some general administrative work.

Freedom 55 Financial

May 2015, Vancouver, BC

Worked with various employees on different tasks including sorting and filing. Completed tasks given in a timely and efficient manner. Worked independently on a poster project for my supervisor.

References

Available upon requests.