

**OBJECTIVE**

To seek employment that will offer valuable training and skills that are essential to future occupations. In addition, I would like to acquire and develop knowledge and skills from the corporate world.

**EDUCATION**

<b>Biological Sciences</b> , Bachelor of Sciences	expected June 2005
<b>Management</b> , Minor	expected June 2005
<b>Digital Arts</b> , Minor	expected June 2005
University of California, Irvine, Irvine, California	
Cumulative GPA: 3.5	

**EXPERIENCE**

<b>Administrative Assistant</b>	June 1997 – September 2003
Grex Power Tools, Alhambra, California	
<ul style="list-style-type: none"><li>• Responsible for answering and forwarding phone calls on a multi-lined telephone system</li><li>• Processed and shipped customer orders</li><li>• Excelled in customer service, often resolving problems concerning shipment delivery, invoice processing, and backorders</li><li>• Jump-started the use of United Parcel Service's online business solutions, vastly improving the efficiency of daily shipment transactions</li><li>• Resolved a serious space shortage problem in the company database, which would have severely hampered company operations</li></ul>	

**RELATED SKILLS**

- Proficient in MS Office, Windows 98/2000/ME/XP
- Highly efficient in a fast-paced, multitasked environment
- Fluent in Cantonese and proficient in Mandarin
- Participated in Skill Path's project management seminar

**AWARDS**

Dean's Honor List (5 of 7 quarters)