

RUOJIA(FAY) LI

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Public relations student who is hungry to learn new things currently looking for a job in customer service industry where I can apply my enthusiasm and hard work to develop my knowledge. Flexible scheduling availability to include most weekends and special events as required.

EXPERIENCE

SEP 2019- NOV 2019

TELEPHONE OPERATOR, SAGACITY, CHINA

Listen to customer requests, referring to alphabetical or geographical directories to answer questions and provide telephone information.

JULY 2017- AUG 2017 – VOLUNTEER EXPERIENCE, CHIANG MAI, THAILAND

TEACHING ASSISTANT

Provides support to teachers in charge of a classroom. Work with teaching to monitor the class schedule. Collaborate with lead teachers to recognise issues students are facing and recommend solutions.

EDUCATION

JAN 2020 UNTIL CURRENT

BACHELOR OF COMMUNICATION (PUBLIC RELATIONS)

UNIVERSITY OF THE QUEENSLAND

JULY 2018 – JULY 2019

YEAR 12 HIGH SCHOOL COVENANT CENTRAL ACADEMY, TORONTO, CANADA

SKILLS

- A high attention to details
- Excellent Communication Skills
- Microsoft Office Suite
- Problem solving
- Ability to work quickly under pressure

LANGUAGES

- Mandarin (Native)
- English (Fluent)