

Qiwen Mai

6802 21ST Ave Brooklyn NY 11204
646-578-0512 | zitamai1997@gmail.com

Skills

- Bilingual: English and Chinese (Cantonese, Mandarin, Thaishanese)
- Works well independently or as a "team player"
- Basic computer skills

Experience

Cashier | pharmacy - Brooklyn, NY | 06/2017-01/2018

- Take payment in exchange of items sold
- Perform in duties of customer service representative when required
- Resolve customer complaints in a proactive manner

Staff | Vivi Bubble Tea - Brooklyn, NY | 03/2018-05/2018

- Selling and make a drink based on the customer's ordering requirements
- Maintained work area organization and cleanliness
- Cleaned all equipment after each shift and the whole store's hygiene

Preschool Assistant Teacher | The Shuang Wen Academy Network – New York
05/2019-04/2020

- Collaborate with teachers to monitor the development of each child
- Maintain a safe and organized classroom environment for children
- Work with children in the classroom to promote their learning and development

Education and Training

City Tech College Clip Program | New York, NY

Borough of Manhattan Community College of The City University of New York | New York, NY