

Hongxia Wang
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Objective:

To obtain full time employment in a position.

Work Experience:

Ross store Inc. San Francisco, CA (July 2008-Present)

Work part-time at Ross store as a Certificated of cashier. Great customer service skills. Well work with other retail Associates as a team.

McDonald's Corp. Billings MT (Apr2006-May2008(part-time)

Cook McDonald's food and serve food. Made cafe. etc.

Best western Clock Tower INN Billings, MT (August 2005-May 2007)

Responsible for maintaining the cleanliness of guests rooms, corridors, elevators and all assigned area. Delivering items to guests rooms upon guests request. Write daily reports. Relieve desk clerk as needed and other assignments able to Multi-Task.

Education:

L.E.N. Business and Language Institute San Francisco, CA (Jan 2009 - Apr 2009) Certificate of Course Completion acknowledging demonstrated proficiency in Excel, Word, Access, Powerpoint, bookkeeping, typing, filing, data entry, business math and 10-key.

Student at Little Big Horn College, MT (Jan 2008 - May 2008)

Excellent student with perfect attendance record. Course work included: Introduction to Literature, U.S History, Psychology, College Strategies for Success, Elementary Human Relations. Finished college level courses with straight "A" grades.

Personal Qualifications:

- *Great interpersonal communication skills
- *Enjoy working in a formal or casual business environment
- *Very dependable, responsible and hard working with a strong work ethic
- *Speak and write in both English and Chinese.
- *Understand hospitality, with a cheerful and outgoing personality
- *Skilled and knowledgeable with computer applications

References available upon request