

PeiYun, Lu

22 St Marks Pl, Apt#3, N.Y, N.Y, 10003

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Education:

New York City College of Technology, Brooklyn, New York
Communication Design
Bachelorette: 2014-2015

Taipei Chengshih University of Science and Technology, Taipei, Taiwan
Applied Foreign Language
Associate of Arts: 2008-2010

Employment History:

Vision Build Interior, New York, New York

Accounting/Administrative Associate 2012-2013

- Greeted and directed visitors by following procedures
- Maintained department schedule
- Prepared and analyzing inventory adjustments
- Performed general administrative duties

Sanits Alps Teahouse, New York, New York

Part-Time Waitress 2011-2013

- Greeted guests and make them feel comfortable
- Learned menu items and was able to describe them appropriately to guests
- Took beverage and food orders and delivered it in a timely manner
- Check-in with guests to ensure that everything is going well
- Clear dirty dishes from table
- Deliver guest's bill and thank them for dining at the restaurant
- Work with other servers and be a team player

TaLong Eastman International Co, Taipei, Taiwan

Assistant of Marketing and Sales Department 2008-2011

- Oversaw all marketing initiatives
- Worked directly with Merchandising and Design to ensure product launches were on brand-name and marketing-ready

Parco11 Boutique, Taipei, Taiwan

Assistant store manager/Sales Representative 2005-2007

- Acquired new customer market
- Managed window displays
- Supervised four employees
- Increased sales by 15%, compared to previous year

Activities:

ASPCA, New York, New York

Dog volunteer 2013-2014

References:

Available upon request