

Karvi Liang

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Objective: To secure a position in office administration/ customer service that will allow me to utilize my professional experience & become a valuable asset to your company.

Education: 2011-2014 **Interactive College of Technology**, Chamblee, GA
❖ (Associate's Degree) *Business Information Management* [BIM]

2009 **Lakeside High School**, Atlanta, GA
❖ High School Diploma

Language: English (main)

Microsoft Office Certifications:

- ❖ Microsoft Word
- ❖ Microsoft PowerPoint
- ❖ Microsoft Outlook
- ❖ Microsoft Excel
- ❖ Microsoft Access

Work Experience:

2014 - 2015 **Last Chance Thrift Store** (B&R Salvage, Inc), Chamblee, GA
(Floor Associate)
❖ *Hang clothing & linens for sale*
❖ *Organized & stocked second handed inventory onto shelves*
❖ *General janitorial cleanup & floor control to keep aisles clear*
❖ *Helped customers find specific items*

2012 **Peachtree Credit Co.**, Chamblee GA
(Office Assistant - Externship/ internship)
❖ *Put letters into envelope & mailed them*
❖ *Filed paperwork*
❖ *Put papers, folders, & portfolios into alphabetical order*
❖ *Put folders & portfolios into filing cabinet*
❖ *Entered information onto Excel spreadsheet & saved them*

- 2010 - 2011 **Nori Sushi and Grill**, Atlanta, GA
 (Cashier and Food Server)
- ❖ *Served customers*
 - ❖ *Accurately & quickly took & placed all food orders*
 - ❖ *Responded promptly to customer requests*
 - ❖ *Answered question about menu items & prices*
 - ❖ *Maintained work area*
- 2006 - 2007 **Simple Knots Co.**
 (Bracelet Assembler)
- ❖ *Made bracelets by finger weaving them*
 - ❖ *Stamped envelopes*
 - ❖ *Put the date on files*
 - ❖ *Made copies of files*
 - ❖ *Shipped materials to the company*
 - ❖ *Wait for paycheck to arrive by mail*
- 2005 **Professional Center**, Chamblee, GA
 (Dental Assistant)
- ❖ *Sanitized general & patient areas*
 - ❖ *Returned equipment back to its proper location*
 - ❖ *Prepare patients and the work area for treatments & procedures*
 - ❖ *Sterilize dental instruments*
 - ❖ *Hand instruments to dentists during procedures*
- 2004 - 2005 **Happy Wok**, Chamblee, GA
 (Cashier and Food Server)
- ❖ *Checked food for appearance, temperature, & portion size*
 - ❖ *Prepared & delivered food/ beverage*
 - ❖ *Setup & stocked materials*
 - ❖ *Communicating with kitchen*
 - ❖ *Taking orders*