David Tsai

Picture

No.300,Sec.1,Wanshou Rd.,

Guishan Shiang, Taoyuan County 33306

02-82093211

0912116116

**Qualities**

˙Energetic achiever and communicator

˙Responsible and reliable

˙Willing to take challenges

**Education**

Lunghwa University of Science and Technology September 2009~

Department of Applied Foreign Languages

**Work Experiences**

**Blue Tree Resort**, Taoyuan October 2009~January 2011

Front Desk

˙Responsible for checking in the guest

˙Ensuring rooms were prepared adequately

**7-11 Convenience Store**, Taoyuan February 2011~August 2012

Supervisor

˙Supervised 5 employees

˙Supervised all cleaning of the store

˙Prepared and provided financial reports to manager

**Skills & abilities**

Proficient in Microsoft Word, PowerPoint and Excel

**Languages**

Fluent in English and Japanese

**Honors and Activities**

Presidential Honor Award, Lunghwa University of Science and Technology November 2012

Certificate of Achievement for Outstanding Performance in English Reading March 2013

Contributed more than 150 volunteer hours to community services March 2012~June 2012