

11131 Bird Rd  
Richmond BC  
V6X1N7

Phone: (604) 781-2313  
Email: sienatsang@hotmail.com

## **Siena Tsang**

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### **Objective**

To obtain a sales associate position within the retail market and gain useful lifelong skills as an employee.

### **Work / Volunteer Experience**

#### **Piccini Jewellery, Richmond** *May 2004 – present*

- **Sales clerk**, stock inventory, store maintenance, customer service, product knowledge, answering phone calls, debit and credit card transactions, opening and closing of daily sales, supervise and manage the entire store

#### **Gamestation Entertainment, Richmond** *Nov 2003 – Mar 2004*

- **Cashier**, store maintenance, customer service, giving customers a satisfied environment and stay, basic computer repairs, serving food and drinks, supervise and manage the store

#### **Garfield Productions Ltd., Richmond** *August 2004*

- Participant of a professionally choreographed 'Passion for Fashion' show

#### **Richmond Chinese Community Society** *February 2002 – 2004*

- Volunteer contribution of the Steveston Salmon Festival 2003  
- Run errands, activities and participated in the annual parade  
- Participant of the R.C.C.S. Lunar New Year Celebration 2003  
- Supervised and organized various activities

#### **Cambie Community Center** *May 2002 – present*

- Active Volunteer at special events organized by the YTC youth group

### **Qualifications**

- Native English and Cantonese speaker
- Experienced with cashier and money handling
- Excellent customer service skills
- Quick learning abilities, motivated and disciplined
- Computer (web publishing, graphics, word-processing) proficient

### **Education**

#### **Simon Fraser University** *Sept 2005*

Major: Media Interactive Arts program (*to be completed*)

#### **McNair Secondary School** *Sept 2000 - completed*

Enrolled as part of the Minischool enrichment program for motivated students looking for academic and physical outdoor challenges.

- Principle's roll of distinction (gr. 8-12)
- Information Technology Top Scholar Award (gr. 11)
- National Coaching Association NCCP Theory level 1

-St. John's Ambulance First Aid Course (completed Sept 2002)

**References**

*Available upon request*