FirstName LastName

1 Harrison Avenue, Boston, MA 02111 | 617-000-0000 | youremailhere@gmail.com

SKILLS

* Customer service
* Skill
* Skill
* Skill
* Fluent in Cantonese and Mandarin Chinese

EXPERIENCE

**Job Title** January 2017 – Present

*Company Name Boston, MA*

* Job duties
* Job duties
* Job duties

**Job Title** May 2009 – December 2016

*Company Name Guangdong, China*

* Job duties
* Job duties
* Job duties

**Job Title** June 2003 – April 2009

*Company Name Guangdong, China*

* Job duties
* Job duties
* Job duties

EDUCATION

**ESOL for Customer Service Job Training Program** September 2020 – Present

Boston Chinatown Neighborhood Center *Boston, MA*

**High School Diploma**

Guangdong High School *Guangdong, China*