SHIRLEY LI

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**OBJECTIVE**

To gain knowledge and work experience in the field related marketing.

**SKILLS**

* Microsoft Office: PowerPoint, Word, Excel, Publisher and Internet Explorer
* Basic Accounting/Marketing
* Fluent in English, Cantonese and Mandarin

**EDUCATION**

**David Thompson Secondary** 2008 - present

Grade 11 Courses: Social Studies, Communications, Accounting, Business Computer Applications, Tourism, Marketing, Science & Technology, Work Experience and Math 10

Expected graduation: 2013

**S.K. Lee Academy Chinese School** 2001 - 2009

**Pui Ying Chinese School**  2006 - 2008

AWARDS and CERTIFICATES

Ninagawa Japanese School - Level 1 Certificate 2009

S .K. Lee Academy Chinese School - Most Improved Award 2006

Food Safe Certificate 2010

WORK and VOLUNTEER EXPERIENCE

**Maxim Bakery** Jan 2011 - present

*Cashier*

* Work efficiently with customers
* Work cooperatively with coworkers

**Pearl Castle** Nov 2011 - present

*Waitress*

* Take orders from customers
* Clean tables

**REFERENCES**

Available upon request