

Ming-Yi (Nina) Chou

High School Student

470-377-2836 n@chou.net

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Internship position. Ready to help team achieve company goals. To gain valuable work experience and develop my skills through an internship in Piedmont Healthcare to gain a better understanding of how hospital/healthcare organizations operate.



Trainee/Customer Service

**2016-06 -
2020-08**

Suno Dessert,
Duluth

- Assisted customers with purchases and provided product information
- Operated cash register and processed transactions
- Maintained store appearance and restocked products
- Collaborated with team members
- Assisted with organizing events and fundraising activities
- Managed time and applied management techniques to fulfill tasks within deadlines
- Generated business through exceptional customer service and responded to customers concerns with friendly and knowledgeable service
- Developed advertising strategy to increase sales
- Maintained professional and friendly demeanor by staying calm when addressing unhappy customers



Skills

Customer Service
and Care

●●●●●
Excellent

Administrative
Tasks

●●●●○
Very Good

Research

●●●●●
Excellent

Operations
Support

●●●●○
Very Good

Organization and
Time Management

●●●●●
Excellent

Reflective
Listening

●●●○○
Good

Data Entry

●●●●○
Very Good

Communication
Skill, both Written
and Verbal

●●●●●
Excellent

Work
Independently

●●●●○
Very Good

Leadership Skills

●●●●○
Very Good

Teamwork

●●●●●
Excellent



Education

Current - High School Student

Morrison Academy Kaohsiung - *Kaohsiung, Taiwan*

Expected Graduation Date:

2026-06

GPA:

4.0



Languages

English

●●●●●
Excellent

Chinese

●●●○○
Good



Interests

Competitive Swimming

Competitive Badminton

Human Biology



Volunteer

Teach and Reach Club, member/ tutor teacher

2022-08 - present

- Tutor local Taiwanese school (Ruihu Elementary School) English 1 hour a week

Science Club, member/ project design

2023-04

- Taught local Taiwanese students chemical reactions and experimented with hands-on activities to spread the knowledge and love of science

Math Club, project leader

2023-01

- Supported and planned annual math competition in Morrison Academy Kaohsiung

Red Cross Club Community Service, member

2023-03

- Supported 8 hours spiritual formation activities at Morrison Academy Kaohsiung

Red Cross Club Beach Clean Up, member

2022-10

- Volunteer 6 hours beach clean up at Cijin beach, Taiwan

Covid-19 Prevention, leader

2020-06

- Supported and lead 1000 mask project of front line workers

Girl Scout, member

2015-2016

- Created Valentines day cards for students with autism at The Lionheart School in Alpharetta

Skills Gained

- Interacted with community members and helped promote organization's mission
- Worked as a team with other community and other member to accomplish goals
- Created relationships and connections with community/club members