

Lin My Du

Home Address

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School Address

107 Parker
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Education.

School of Journalism and Mass Communication – Advertising sequence
University of North Carolina at Chapel Hill
Minor in English
Expected Graduation: May 2005

Background Summary.

- Worked as a waitress and interacting with both customers and fellow employees.
- Experience as cashier collecting and handling daily revenue.
- Able to handle managerial responsibilities.
- Employed as a receptionist to deal with patrons and enforce policies.

Work History.

Waitress

Mandarin Plaza Chinese Restaurant, Asheville, NC. June-August 1999

- Worked as a waitress for both lunch and dinner hours. Experience in serving dishes from the menu as well as a buffet. Able to cooperate with many other workers as well as management.

Cashier

Dragon Garden, Wilmington, NC. September-April 2002

- Handle daily sales and revenue from the lunch hours during the day. Communicate and interact daily with many customers. Worked as an assistant for the manager and shares in some managerial responsibilities when the manager was not available.

Receptionist

University of North Carolina at Chapel Hill. Chapel Hill, NC. Student
Recreational Center. January- Present 2003

- Enforcing SRC policies as well as handing out needed materials to visiting patrons.

Computer Skills.

Microsoft Word. Microsoft Excel. Macromedia Dreamweaver. Knowledge of
HTML code. Windows 95, 98, 00, XP.