

Mai Muaj Xiong
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Cell: 720-297-7897

OBJECTIVE:

Seek a position that offers an opportunity to advance, allow me to utilize my skills, gain knowledge of new skills and be a positive feature to my employer.

WORK HISTORY:

Salad Op - Preparation of salad checklist - Maintain salad station	Bad Daddy's Burger Bar	11/16 – Present
Assembler II - Perform line clearance paperwork - Maintain production lines - Assist line assemblers with assembly medical devices	Medtronic	7/12 – 10/16
Retail Merchandise Handler - Complete general shipment and processing activities and ensure floor readiness - Assist the Merchandise Team in the movement of fixtures and merchandise for new products, season changes and clearance sets - Assist in replenishment, inventory and markdown processes	Macy's	4/11 – 9/11
Substitute Clerk Typist - Prepare and type forms and letters - Data entry of information into databases	Merced City School District	1/05 – 6/05
Clerical Assistant - Maintain office procedures - Copy and fax papers - Receive, sort, and distribute mail	Valley Community School	6/04 – 8/04

EDUCATION:

2004-2006	Merced Community College	Merced, CA
2000-2004	Golden Valley High School - Diploma	Merced, CA

REFERENCES:

Elizabeth Shaw 303-951-7679	NouCheng Lee 303-880-3825	Lindsey Warren 303-951-7685
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