

Pa Xiong

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Looking to get into the work industry that will allow me to utilize my skills such as a responsible, enthusiastic, and dedicated individual with great sense of work ethic as well as gaining new ones.

#readytowork

Authorized to work in the US for any employer

Work Experience

Picker/Packer

Proozy - Eagan, MN

September 2019 to February 2020

- According to order sheet, pick off items accurately from shelves in a timely manner to packing area
- Use electrical equipment to reach high shelves
- Pack each bin with items from picking, bag it in correct sizes, and labeling it with clients information
- Place it in correct shipping bins for shipping

Caregiver

Gable Pines - Vadnais Heights, MN

January 2017 to July 2017

- Administer medication punctually according to schedule and dosage requirements
- Supported 15-20 residents with daily hygiene such as bathing and dressing
- Escort clients around premises to minimize accidents and falls
- Organize engaging activities for residents to keep them mentally and physically active

Production Assembler

Nonin Medical Inc. - Plymouth, MN

March 2015 to June 2015

Assemble and solder parts together

Enter data into computer

Production Assembler

Teleflex - Plymouth, MN

July 2014 to December 2014

Perform assembly of catheter parts that includes measuring parts to meet requirements and performing part inspections.

Manage workstation appropriately to ensure process flow.

Production Assembler

Boston Scientific - Maple Grove, MN

August 2013 to July 2014

Perform assembly of catheter parts that includes measuring parts to meet requirements and performing part inspections.

Manage workstation appropriately to ensure process flow.

Enter data into computer

Accomplishments

I've learned team work and communication

Personal Care Assistant

Yaoson Homecare & Services INC - Brooklyn Park, MN

September 2009 to October 2010

Responsible for daily housekeeping tasks, which includes daily laundry, changing bed linen, preparation of meals and other miscellaneous activities.

- Assisted client with personal care activities such as getting out of bed, bathing, washing hair, dressing and grooming.
- Managed client calendar and daily schedules, which includes medications, physician appointments and other miscellaneous visits.
- Completed paperwork on a timely manner.

Sales Associate

Burlington Coat Factory - Saint Louis Park, MN

June 2007 to July 2007

- * Conducted daily merchandises inventory and floor management.
- * Managed orders from other branches in locating and preparing materials for customer pick up.
- * Provided excellent sales and customer service.

Education

High school diploma in Liberal Arts

Minneapolis Community and Tech College - Minneapolis, MN

September 2011 to July 2012

High school or equivalent

Patrick Henry High School - Minneapolis, MN

August 2003 to June 2006

Certifications and Licenses

driver's license

Assessments

Customer Focus & Orientation — Proficient

February 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/bdd36441b2f8b46f579e991eec65476d

Sales: Influence & Negotiation — Completed

February 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: https://share.indeedassessments.com/share_to_profile/a3a07d44fec19a3c594e5f074d94eaf7eed53dc074545cb7

Call Center Customer Service — Completed

February 2020

Applying customer service skills in a call center setting.

Full results: https://share.indeedassessments.com/share_to_profile/0e3a997369d1f4da35262deebb44ca1beed53dc074545cb7

Scheduling — Completed

February 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/5c1ccada1b2ab18873e739a67177e8f5eed53dc074545cb7

Verbal Communication — Familiar

February 2020

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/846e6bc67ab2c4453fc90f33d4ad3e50eed53dc074545cb7

Delivery Driver — Proficient

February 2020

Interpreting instructions, reading maps, and solving problems.

Full results: https://share.indeedassessments.com/share_to_profile/a68a9c0fbd3be7ea21ab8ecbfca5afa8eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

Midwest Animal Rescue

March 2014 to September 2015

Volunteer to help with the animal shelter.