

3A Job Stories

Li Hua Bao **I Like My Job**

I am a housekeeper. I am working at a hotel. I have worked at this hotel since February 2017. I work am and pm shifts, but every week is a different schedule. I like to work at this hotel.

One day I remember that the manager called us to go to room 1006 to clean. We were shocked when we opened the door. It was very messy. We saw boxes, chips, tissues, and ketchup everywhere: on the sofa, the tables, the beds, and the floor. A pair of shoes was in the garbage can, and there was a sock on the sofa, a sock under the sofa, a sock on the bed, and a sock under the bedside table. The towels were on the floor everywhere. We all looked at each other and wondered what to do.

We reported to the manager about the room's condition and we told the manager we needed somebody to help. The manager was also shocked when she went in that room, so she called the houseman and another housekeeper to come and help us. When we were half-finished, the front desk manager came to the room and said, "The guest lost his son's toy." We couldn't find it anywhere, so we had to pour out the garbage bag and look for the toy. Finally, we found it, but we used almost three hours to clean the room thoroughly.

So sometimes we help each other. My coworkers are very friendly and the manager and the supervisors are very nice. I like my job.

Crystal Chen **My Past Job and My "New Job"**

My first job was as a Quality Control (QC) specialist. I worked for Amway in China. I needed to check and control production quality. I needed to analyze and aggregate information in the manufacturing process and provide related information to other departments. I had a chemical-related specialty. I could use a computer and I had the first-level certificate for National Computer in China. I liked my first job. But in this job I needed to do shift work. I needed to work from 8:00 am to 4:00 pm, 4:00 pm to 12:00 am, or 12:00 am to 8:00 am. We changed work schedules, rotating once a week. When I went to work at midnight, I felt very tired and wanted to sleep.

My second job was as a bookkeeper. I worked in a factory. I handled different bank deposits, withdrawals, and remittances. I needed to check the reports of the warehouse staff. I arranged salaries for the staff and arranged the money going to the supplier. I needed to complete the factory's monthly cost report and I needed to check and recover the customers' money.

Now I have a new job—a housewife. This job is busier than my past jobs. I have to work for my daughter anytime and anywhere. I have to cook four meals a day for my family. I have to make baby food and baby snacks for my daughter every day. I need to play with my daughter when she is awake. We play with toys and read children's books. When my daughter sleeps, I need to clean the house and prepare the food for our next meals. I often wish there were forty-eight hours in a day. Anyway, this job is the most challenging and tiring, but I enjoy it.

Sissy Chen **Memories of My Past Job**

Maybe I have worked a total of ten or more years in Chinese restaurants since I have come to the United States. But my bosses have all come from Fuzhou, China. There are two types of restaurants where I have worked: Chinese buffets and take-out Chinese restaurants. I was a waitress in a Chinese buffet for five months in my first year in the United States then I started to work in take-out Chinese restaurants until I had to take care of my children.

I started as a busperson and ended as an order clerk in the take-out Chinese restaurants. I will focus on my last job as an order clerk. An order clerk is a person who takes customers' phone orders or customers' orders in the restaurant, resolves customers' complaints, and receives payments.

My last job was in Queens. It was a mini family-style Chinese restaurant. There were three workers in the restaurant: the boss who was also the chef, a handyman/delivery person, and an order clerk which was me. My responsibilities also included bagging customers' orders, cooking food on the stove or cooking fried rice, preparing some appetizers and beverages, and cleaning tables and work areas.

Anyway, I didn't really like my last job because it was a hard and busy job. I needed to stand the whole working time—except of course for meal breaks. My work hours were twelve hours a day from Sunday to Thursday and thirteen hours Friday to Saturday.

I hope I will find a better job than my last job in the future.

Song Song Chen

My Job

I'm a sales associate; also I'm a receptionist. I work at a flower shop. I've worked there for two years. I like my job because it's flexible. I work from 12 to 6 pm every day. I seldom skip work. I'm motivated. I answer phone calls, change water for the flowers, and sometimes I need to deliver flower gifts to customers. I also regularly check the supplies.

I like to arrange flowers. Sometimes I search online to find information about arranging flowers. I want to become better at creating a nice bouquet, and how to compare colors. I wouldn't like to change jobs because in my current job I'm gaining knowledge and I'm interested in creating flower arrangements. But I have only a few vacation days: seven days a year in the summer. I'm happy to have this job because I have time to study and I'm doing something I like.

Vincy Chen

Working in a Bakery

In January 2012, I started working in a bakery. The bakery's name was Long Bao Coffee Shop, and it was on 8th Avenue in Brooklyn. It was a part-time job. I worked from 4 pm to 9 pm. I had to greet customers once they came into the bakery. The customers placed their order, then I would make their order and take their cash and give them back change. Sometimes delivery calls would come in and I would need to pack all the necessary items. When closing time came, I would start to clean the store.

There was so much to do. For example, washing the bread pans, cleaning the counter, filling up the juices, preparing all the cups with the tea bags inside, etc. It was very important to make sure everything was clean for the next day. All the leftover baked goods were thrown out at night because the owners liked to make sure everything would be fresh and delicious every day.

My coworkers and I got along well. We were all respectful towards each other and customers. I had three bosses; they were brothers. I did not know them deeply because I worked in the evening, so I rarely saw them.

In November 2012, I moved to Chinatown and I needed to take care of my sons—they were one year old and two years old at the time—so I quit.

Xiu Zhen Chen

I Am a Home Health Aide

I have been a home health aide for seven years. I still like this job.

I got a home health aide license in 2010. In the beginning, I got a full-time job. I worked Monday to Friday from 9 am to 5 pm. At that time, I was very busy. I brought my client to see the doctor at least three days a week—such as her cardiologist, dentist, or family doctor. Then I helped her pick up medicine at the pharmacy. After that, I bought meals, fruits, and vegetables with her. The other two days, I performed housekeeping duties such as cooking, cleaning, washing clothes, or doing dishes, and I reminded my patient to take medication.

Now I only have a part-time job because I have English classes Monday to Thursday. I work on Friday from 8 am to 6 pm. Sometimes I work on weekends. My job is easy. In the morning, I walk around with the patient in the park. Then I prepare a nutritious breakfast. After that, the patient goes to the lobby to play cards with other elderly people because she lives in an elderly residence. I can read the newspaper, read books and magazines, or play games. At 12:30, they take a break for one hour so I take lunch from the apartment and bring it to my patient. Sometimes, they eat in the living room. After lunch, they watch TV together. At 4:30, I prepare dinner. I don't perform any housekeeping because every Friday morning the apartment workers help clean.

I feel this job is relaxing. I like it.

Ying Xian Deng

My Last Job

My last job was working as a cashier. It also was my first job in New York. I worked at AAA Wholesale. I did it part-time. I worked Monday to Friday. I went to work after my English class. I registered the new membership information on the computer, I received payment by cash, check, credit card, or debit every day, and I needed to answer customers' questions about goods and services. I also did exchanges and return for customers. If customers complained, I just needed to ask them to talk with the manager and the manager

would solve the problem. In my spare time, I needed to remember some items' numbers because some items couldn't be scanned.

I don't know if I liked this job or not, but I was happy to find this job because it was my first job in the U.S. and it was a good beginning. I met many different people and learned many interesting things from this job. And I needed to communicate with customers and coworkers, so my listening and speaking were better than before. I think it is the best way to practice my English.

My coworkers were friendly and helpful. They taught me some work skills. If I had some problems, they would help me. They spoke Arabic, Spanish, and English, and I can learn about some different cultures.

This job was very tiring because it was busy every day. I needed to stay standing at work and I didn't have time to take a break. Sometime my legs felt very painful.

This was my last job. I hope I can find a better job in the further.

Xiao Feng Dong

My Work Experience

In 2000, I got my first job. I was a salesperson at a grocery store called Gold Grocery Store, in the countryside of Nanping, China. I worked on the weekends because there was no way to work from Monday to Friday when I also had to go to school. The store usually was not busy except when there were festivals. The shop owner was my aunt and she taught me a lot. My responsibilities were to use a cash register, order supplies, receive shipments, arrange the shelves, and talk to the customers. I worked in this shop for two years. It was very fun and I learned a lot.

In 2002, I moved to a new city, Fuzhou, China. It was a big city. In 2006, I graduated from high school and I got a job in October of the same year. The shop was called Lucky Supermarket. It was a big supermarket and there were always a lot of people working and shopping. I worked from Monday to Sunday. Every day was very busy. I organized goods and packages. I only worked at this store for a year.

In 2007, my friend invited me to work for his magazine. He said that it would be good for me to try out new jobs and work environments. It made sense, so I accepted his invitation. My responsibilities were to discuss with my writing team what to write, how to write, what the popular topics were, and which articles to publish. I started to like this job a lot.

I came to the United States in August 2009. It is totally different from China. Now I want to learn English first and then find a good job to do.

Ruzan Ghazaryan

My Job as a Psychologist Assistant

In 2013, when I was looking for a job on an Armenian website, I saw that a mental health center was looking for a psychologist assistant. I sent my resume with my motivation letter, and soon I was invited for an interview and offered the position with another candidate. It was one of the most interesting jobs that I have ever done.

Almost every week we organized a public event in the mental health center. During the event we had discussions about different situations. We discussed different types of people's personalities and behavior, psychological and mental diseases, relationships, etc. Also, we visited different centers for special children and we would practice mental and physical development games.

Every year in November our center organized a huge charity event in one of the modern photography galleries in Yerevan. This event was called phototherapy. People discussed their feelings when they looked at different photos. After this event they could buy one of the pictures. Money would be donated to different organizations working with children needing special attention.

Also our psychological center used to organize a hiking trip for staff every year. I participated in this event only once because I worked there only for one year, but I think it is a good way to bring colleagues together.

I quit my job in 2014 but it left me with lots of good memories.

Yueh Hong Hsia

My New York Job

I have been in New York for ten years. I have had two jobs in this city.

I had one job working at a nail salon. You had to have a nail license and work ten hours a day. The boss paid me in cash. No vacation, no holiday pay. But the money was okay from guests' tips. The only thing that bothered me was I needed a lot of patience to deal with customers.

After I had my daughter, I decided to change jobs because I didn't want to work ten hours a day. I found a hotel job. My position is a housekeeper. I need to clean fourteen rooms. When I began, I didn't know how I could make a straight, pretty bed. I spent a lot of time on one room. After six months I was very tired.

Sometimes we have a lot of check-out rooms, so we need to work fast. But if you are not careful, you will hurt yourself. But I still like this job. I just work for seven hours a day. I have good benefits and we have rights.

New York is a cosmopolitan city, and there are many, many jobs here. My job is good for new immigrants.

Simon Lee

My Current Job

My name is Simon Lee. I'm a spa owner. I work on 14th Street in Manhattan. This spa moved here from Chinatown in October last year. I like my job because I'm familiar with this industry. And I got a cosmetology specialty certificate.

I'm hardworking and organized. I have a good relationship with my coworkers and customers. My job is flexible. I have experience and skills for this job. My job duties are scheduling appointments, handling phone calls, handling money, using a cash register, handling credit card payments, creating staff schedules, supervising staff, maintaining a clean workspace, training staff, making rules, providing excellent customer service, focusing on customer reviews online, and solving problems. I also need to create a good environment for customers. So I need to check every day for music, lighting, air quality, tidiness, uniformity, and temperature.

This is my current job.

Esther Li

My First Job

I left high school in 1986 and I got my first job. The company's name was Seagull Flashlight Company. It was the second biggest flashlight brand in China. It shipped to Asian countries. Although at that time China was not modern and people were not rich, we still had street lights at night. But in other Asian countries, they didn't have street lamps, so they needed to use flashlights. So in fact other Asian countries were poorer than China. They had to use many, many flashlights. My company was very busy.

My company had seven departments: ingredients, metal pressing, sanding, polishing, assembly, packaging, and headquarters. I was a general worker first. I worked in the assembly department for two years. My duties were checking product quality and assembling flashlights. It was piece work.

After two years I became an office worker. I was an accountant. My job duty was counting how many products each worker made every day. Workers' pay depended on how many pieces they made. So if you were hard working, you would get more money. At that time, people didn't have computers, and the calculator was not popular. They almost always used an abacus to count, so when you came to our office, you would hear tap, tap, tap.

I also had to handle phone calls and handle money. I was multitasking. Every day I was tired, but I was happy. I had a good group of co-workers. Sometimes on weekends we went to have a picnic or sing karaoke. The job was hard and tiring, but we were young so the next day we had energy again.

Time flies. I worked at Seagull Flashlight Company for twelve years. In twelve years I made many friends and learned job skills. I did this job until I opened my own business.

Xiao Qing Li

My Job

Before I started coming to English class, I was a cashier at a restaurant. In the United States there are lots of jobs that are hard. For example, in our restaurant we needed to work for about twelve hours. But we always spent about two hours traveling to the restaurant. Sometimes when it was busy it was good; you felt time running so fast.

I was a cashier. I was so busy. Sometimes I needed to do two things at the same time. My job duties were to handle money, provide excellent customer service, check food inventory, set employee's schedules, and handle customer's reservations. We needed to speak three languages: English, Mandarin, and Cantonese. Sometimes we needed to have the ability to work in a fast-paced and team-oriented environment. We also needed to introduce our guests to new dishes.

However, I liked this job because I could make lots of different friends and I could learn to use different ingredients to make different dishes. We need work because work makes us feel our own life's value.

Elaine Liang

Work Experience

My second job in New York was as a cashier and a waitress in a restaurant from 2006 to 2008. I found this job from my friend. The job duties were similar to my first job. In this job I received payments by cash and credit cards, prepared hot or cold beverages, answered phone calls, and packed take-out orders. I also used a computer cash register and put in orders and assisted customers with seating arrangements. I could do both things at the same time. I liked that job because I like to work with people.

But this wasn't my dream job. Sometimes a rude guest made me unhappy. I felt tired of my job, so I thought I needed to learn English and learn more job skills to change to another job. English is the most important thing when looking for a job, so I went to learn English before I left that job.

I went to Henry Street Settlement to take an ESL/Job Readiness training course in 2009 and got a job through this organization. It was a watch company. I was a packer. The job duties were to look at invoices and pick good products for my co-workers to pack and ship. Sometimes when we didn't have any orders to ship, I could sit down to do something different because that was a small company so everyone had to do a lot of things.

I didn't like that job because it was hard. There wasn't a regular time to start and leave work: it depended on business. I couldn't handle my free time. I left that job when I was pregnant. That was in 2011. I have been unemployed since then.

Dan Lin **Last Job**

I was a waitress at my cousin's buffet. I remember when I first came and got trained by another waitress, she told me how to serve beverages to customers, communicate with customers to resolve complaints, and ensure their satisfaction.

The buffet was usually open from 10 am to 10 pm, and on Fridays and Saturdays from 10 am to 11 pm. We waitresses earned tips, so the boss didn't need to pay us. Every week the manager made a work form. We followed the form and worked in different areas, and did different side work; for example, we made dumplings, wontons, cut green beans, etc.

In a big world, there are a lot of different people. I remember a lady who always liked to sit in the same seat. If someone was sitting there, she would wait an hour until she could sit in her favorite seat.

Xiao Ling Lin **My Old Job**

I don't have a job right now, but I am not lazy. I need to stay home to take care of my children. So I am a homemaker. I haven't worked for many years. I really miss my job and my co-workers.

My last job was as a sales clerk. I liked to be a sales clerk because from this job I could know how to talk with people and I could make many friends. My workplace was a mall. This mall sold many kinds of famous brands. They included jewelry, watches, shoes, bags, and clothes. I sold children's clothes. My store's brand was from Korea. I loved all the clothes. The clothes included clothes for boys, girls, toddlers, and infants. Every season, the clothes were different. When it was a holiday, I was very busy because on holidays many people didn't need to go to work and children didn't need to go to school. Some families chose to go on vacation, but some families chose to go shopping to buy some things on sale. So that's why I said holidays for me were busy.

Sometimes we were so busy that we didn't have enough time to eat and sometimes we needed to work all day long. But we didn't feel tired because all the co-workers were very helpful. When they didn't have customers, they would help other busy co-workers. We were not only co-workers, we were like a family. When we had a day off, we went shopping, we went out to eat, and sometimes we bought something and cooked together.

Until now, we keep in touch. Sometimes we talk about that job and we feel happy. We remember when we worked over-time, we didn't get extra money but we didn't feel sad. Maybe at that time we were very young, so it didn't matter. The most important things is to be happy.

Jing Xiong Mei **My Job**

My past job was as a warehouse worker. I worked at a toy company in Guangzhou starting in 2011. I worked there for three years. I got this job from my relative. My relative was the manager's friend, so it was very easy to get this job and my boss was very nice to me.

I worked in a warehouse. There were over one thousand types of goods in this warehouse. I had to stock shelves with goods, I had to organize goods in a logical way in a limited space, and I needed to do paper work

every morning. I counted all the incoming and outgoing goods and prepared data lists. In the afternoon, I needed to deliver goods to my clients and transportation companies. I usually communicated with different transportation companies because I needed to receive payments of goods from them.

And sometimes I needed to do sales if the sales department needed help. I liked working in the sales department because I could practice my people skills and learn a lot about running a business. I got very useful experience from those years.

Xiu Kui Ng **Learning at Work**

When I was looking for a job, I met my friend Mandy. Since we hadn't met for a long time, we were especially concerned about our recent situations. When she found out I was looking for a job, she introduced me to work with her.

I was a bit nervous when I first started because I had to use English to do everything, and my English was very poor. Fortunately, I had a good friend, and when we worked together, she helped me in the job with things I didn't know.

People understand some English words in different ways. This is why I played a joke on myself in my job. It was the day my friend was off, and I was working with another co-worker. I looked at the recipe to make potato salad. Black pepper was one of the ingredients. Red peppers, green peppers, and yellow peppers I knew, but what is black pepper? I didn't see it and I couldn't find it. Finally I asked my co-worker Sam and he showed me the black pepper. Oh, I saw black pepper isn't a vegetable. I learned something new.

I really miss that working time. I liked the job because all of the co-workers were very nice and helpful. Working there I could earn money while learning English, which made me very happy.

Ya Si Qiu **My Favorite Job**

I worked in a big company when I was in China. I heard about the job from my friend, so I sent my resume to the department manager. After a month, I received a call to interview. That morning, I wore a black suit and light makeup, and during the interview I was really nervous. My heart was beating fast, but I still kept smiling and looked confident, and it made a good impression on the interviewer. Before this job, I had worked for five years. I could use a computer and I had Microsoft Word and Excel certification. I was also fluent in Mandarin, Cantonese, and English, so I could answer all the questions. I think the interviewer was satisfied, so a week later they hired me.

On a Monday morning, I woke up early, so when I arrived at the office, there were just a few people there. I called the secretary Miss Huo. She was a nice lady. She said, "Welcome! I will bring you to get your laptop, your cell phone, and your pass." "Thank you," I said.

The company had a ten-floor office in a building. My workplace was on the 17th floor. We took the elevator to the 15th floor to get my laptop and cell phone from the IT department. If they didn't work, you could bring them there to be fixed. Every floor had a big break room with coffee, green tea and red tea, microwaves, and a big refrigerator. It looked like a home. I really liked it.

I looked around the office and began my first assignment: checking email. All the work there was on email. The bosses didn't talk to you even though they sat near you. But my boss was a nice woman. She taught me how to run data, how to confer with customers, and how to coordinate work activities.

After about two weeks, I could do all the work by myself. Every Monday morning I ran a sales data report and then shared it with all my coworkers and boss. Every month we had new products to promote at the customers' supermarkets, so I needed to collect product information such as product size, case size, origin of goods, product pictures, and quarantine certificates. I attached this information to an email and sent it to customers. If they had problems, I would respond.

When there was a special supermarket event, it was a busy time. I would confer with customers about the event time and talk about which products to promote and where to place them. Meanwhile, I contacted our agency to order posters and hired part-time promoters. Finally I wrote an email to report to my boss and sent another email to tell my coworkers about the event's details.

Our company loved putting some special displays in supermarkets. If they were damaged, I needed to contact the agency to fix them or make new ones. But it usually took a long time for the agency to make it, so our customers became impatient with me. It made me crazy! At last, I resolved all the problems and my boss and customers were satisfied.

I loved my job. I had a comfortable workplace, a nice boss, cooperative co-workers, and many challenges.

Julia Song
My Past Job

When I arrived in the United States, I came to New York City. I started to look for a job. First I found a job at 63 103rd Street, Jackson Heights, New York.

My boss was Mr. Wang. He was a very strict boss. My ending salary was \$7.50 an hour. I often worked overtime and every day I was tired. But I liked my job because I felt special making clothing and samples. I always came to work on time. I was very punctual, and I was also fast and efficient. I did this job for two years and then I resigned.

My second job was doing clothing alterations. This store's address was 9375 43rd Street in Manhattan. My boss was Mr. Jin. He was a South Korean. My ending salary was \$100 a day. Every day I altered pants, dresses, jackets, overcoats, and other clothes. There was a lot of work every day, but I liked my job because many customers were satisfied with my alterations. My boss was also very satisfied, so I especially liked my job and I always liked making clothing.

I was always friendly and pleasant to customers. I was also hardworking and almost never missed work. I always maintained the quality, and I could satisfy customers. My friend introduced me to this job.

Thanks, my friend!

Valikhan Tuleshov
My Current Job

My current job is caring for sick and elderly people. I am a home health aide. I started this work in March 2017. This is for Advantage Home Care in Brooklyn.

Before I took home health aide courses, I decided to learn about this work. My friend worked at Advantage Home Care, and he told me about this job. He told me several important considerations about this work.

First of all, you must be able to prepare food, wash dirty dishes, do laundry, and clean the apartment. To do this, you must be able to use home appliances and equipment. Secondly, you must have the initial skills of caring for old people and helping them. Third, you need communication skills with medical workers in English and the ability to use reference materials.

After I learned this, I went to the home attendant courses. There I studied for three weeks and after I passed the course and passed the exam, I received the HHA certificate. Then I applied for a job at Advantage Home Care, was interviewed and was hired.

I was given a case in two weeks. It was an old man. He was 93 years old. I started to work three days a week (Wednesday, Saturday and Sunday) for twelve hours. Later the schedule changed because I started to go to English courses at the Adult Literacy Program where I continue to study now.

It is my responsibility to help my client in doing ordinary household work and monitor his health and safety. I like this job because I have a free schedule and I can go to English class. I like talking with my patient and helping him in his life. It helps him to maintain health and prolongs his life.

Personal care includes: bathing a patient in a bathtub, bathing in the shower, full patient care, oral care or dentures, washing hair, shaving, nail care, dressing, skin care, replacing diapers, help on the commode (portable toilet), assistance with a bed board on the bed, and help in the toilet.

Food includes: to prepare a special diet, make breakfast and dinner, to cook light food, help with eating, and document the amount of food and liquids the patient consumes.

Special care includes: assistance with movement, help with walking, help in performing physical and physiotherapy exercises, and reversing and changing the position of the patient in the bed.

Sunmi Wei
My Job

I am an office assistant. I work at J-Mart Food Market. I have worked there for a year and half. I like my job because the schedule is flexible. I work forty hours a week. I work Saturday to Wednesday from 11:00 am to 8:30 pm. I found this job through my friend.

I think working in an office is boring because I do the same thing every day. It's not a challenge to me. I have a lot of job duties. When I arrive at the office, I have to take orders from the warehouse. I answer the telephone, direct calls, and take messages. Sometimes I need to communicate with customers, employees, and other individuals and answer their questions, disseminate or explain information, and address complaints. After that the manager asks me to confer with coworkers to plan work activities. I also need to check item dates once a week. If some items are going to expire soon, I have to make a promotion for them.

I can operate office machines, such as scanners, fax machines, voice mail systems, and personal computers. I also troubleshoot problems involving office equipment, such as computer hardware and software. I need to help the cashiers count money when they finish work and fill out an accounting form. I set voice mail when I leave.

Being an office assistant is a simple job but I need to be careful. I like my job because I can learn a lot of knowledge about computers and I can take English classes before work.

Anna Wu

My First Job

I remember my first job was as a cashier. That's when I just graduated from high school and through a friend I started working at a Blue Angel brand wholesale franchise store. This wholesale franchise was located in Guangzhou on No. 1 Uprising Road, on the third floor of Haizhou Square Commercial Building B. There were many different brands in this mall. Our brand was a more powerful and famous brand. So in my opinion the quality of goods sold here was very good and the price was very expensive. Our store was mainly wholesale and retail women's mink coats, cashmere coats, leather coats, and men's leather clothing.

Autumn was the peak season for fur sales; the other seasons were relatively slow. In fact, I really liked this job. The work load was busy but for only one quarter of the year. The other three quarters were more leisurely. Although the daily work time was very long, from 10 am to 8 pm, I still really enjoyed this job because I walked two blocks to work every day, about twenty minutes or so. At work I was responsible for daily turnover with the manager, daily sales, monthly sales, and monthly deposit and withdrawal records.

Bi Ru Yi

My Past Job

My last job was as an office assistant in China. The company's name was Yong Qiang Chemical Coating Company. I joined the company in 2013. I worked there for four years. The company sold chemical materials. It was in the center of my hometown. It wasn't far from my house. It took me about ten minutes to get there by car. My friend told me that the company was looking for an office assistant, so I went to apply and got the job.

I worked from 8:00 am to 5:30 pm, Monday to Saturday. My job was very busy. I answered phones and made calls and I was responsible for ordering and arranging deliveries. When I came to the office in the morning, first I made calls to suppliers to get the products' market information for the day because the product prices were different every day. After I collected all the products' market information, I sent it to my manager. When my manager saw my report, she set the prices of products. After I saw the inventory that the warehouse sent to me, I ordered the products which we had fewer of in stock. After I ordered products, I arranged delivery dates.

My phone rang all the time until I got off work. Sometimes my phone still rang at home. My husband made a joke with me. He said, "The president is not as busy as you." Sometimes I had some problems at work. For example, products could not be delivered on time, product quality problems, and customer complaints. I felt annoyed, but I would try my best to solve them.

I got along well with my co-workers. Sometimes after work we went shopping or we went to have dinner together.

Although my job was busy, I liked it very much because I learned many things in my job and I had a group of good co-workers.