**XIAO**





**ABOUT ME**

Excel

Power Point

SPSS

Office

Reading

Speaking

**SKILLS**

Writing

Listening

Teaching Assistant

I am a reliable, hard working and well-organised graduate with a lively personality. I have exceptional communication and listening skills in all situations are given. I am naturally interested in people and building relationships with them. I have a good sense of how to approach marketing communication in business-to-business context. I have ability to think things through in a commercially-focused way. I have a positive attitude towards developing and accelerating my skills and capabilities in a variety of different ways; mentoring from others; networking with fellow professionals.



**EDUCATION**

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Room 603,No.98 Tianlun Road, Tianyuan District, Zhuzhou City,Hunan Province,China

Hunan Province, China 412000

88888@ukuni.net

188-8888-8888

Duties and responsibilities:Working as a Lecturer in Finance with Trade and Economics institute, I have taught a range of modules at undergraduate level. These include international finance, international business, and quantitative methods. I have also supervised a number of undergraduate

**2012 June -Now**

**Teacher, Hunan University of Technology, China** |

**2009 Sep-2012 June**

**Duties and responsibilities:**Proactively creating marketing plans and campaigns, pulling the teams in to help me and full execute everything; confidently manage a team of marketing executives, execute all plans and campaigns; streamline working procedure and enhanced work efficiency to a large extent. Invite partner universities and organize education fair once a year; seeking out

**Office Manager, Overseas Student Service Centre Ltd, London**

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**Trading/LC Officer, Bank of China Hunan Branch**

**2008 Sep-Nov**

**Duties and responsibilities:**Responsible for L/C document examination, handling documents conveyance, declaring export income, collecting and clearing up relative export income datum and reporting to local SAFE; Guarantee; Export factoring; Domestic vendor factoring; Domestic letters of credit; Forward exchange settlement and sales of delivery; registration of accounting; credit certification, and credit proof.

**WORK EXPERIENCE**

**Lorem ipsum dolor:** Qualifications: BA(Hon) International Business(2:1)

**University of Hull** |

**University of Hull** |

**Lorem ipsum dolor:** Qualifications: MSc Financial Management (Weighted Average 67.3)

June 2008-Dec 2009

June 2005-June 2008

Adobe Illustrator

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**LANGUAGE**