[**英语个人简历范文**](http://www.001job.com/info/news.php?id=12061)

Name: Melvin  
Gender: Male  
Date of Birth: May, 1982  
Citizenship: Junan county, Linyi, Shandong  
Major: English (B.A)  
⊿ Objective  
Assistant of your office or the manager; Interpreter of company or organization which concerns international business; College or vocational university‘s teacher.  
⊿ Education Background  
September 2002 to July 2006, Shandong University of Architecture  
September 1998 to July 2002, Linyi No.1 Middle School  
⊿ Main Skills  
About English  
Have past the Test for English Major -4; fluent oral English, and good pronunciation.  
Major target: ESP of technology, esp. architecture and real estate, and also international business.  
About German  
Have learned about 200 hours of Hochschuldeutsch 1, 2. Can do basic reading and writing.  
About Chinese  
Have got the Certificate of Chinese, the score is 86.2  
About Computer  
Have a good command of computer, knowing the basic maintain of hardware and software;  
Good sense of Visual Foxpro language.Intersted in web page design, and had mastered the MACROMEDIA, which including Dreamweaver,Flash and Firework.  
Skilled in Microsoft Office, including FrontPage.  
⊿ Work Experience  
Have part time job in Shanghai Yaru Consulting Co.Ltd during 2004 and 2005 summer holiday.  
Did the market research for Shandong Shiguang Boiler Co.Ltd (shanghai branch) in shanghai.  
Experiences on be a tutor of junior, senior middle school students and college students.  
Many times of doing promotion sales for stores during the campus life.  
⊿ Activities  
From 2003.10 to2005.5, be the assistant of the director of Foreign Language Department.  
From 2004 to 2005, be the minister of the Network Department and Publicity Department of the Students Union.  
⊿ Awards & Honors  
In the year of 2004, awarded the "Model student stuff "prize of our school.  
In the year of 2004, won the third level scholarship of our school.  
In the year of 2003, won the "Excellent Student" prize of our school.  
⊿ Interests  
Have intensive interest in traveling, photographing; Reading,esp.on business, economy and computer.  
⊿ Self-uation  
Strong sense of responsibility, good spirit of teamwork. Can learn new things well