
Nikita Wu

Begining level position

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Berkeley, CA 94710

nikita62352@gmail.com

RESUME SUMMARY

Working knowledge of Microsoft Word software. Able to work efficiently independently and as a team member – well-organized, thorough, adaptable to fast-paced work environments – manage and prioritize multiple projects adhering to deadlines.

TECHNICAL SKILLS

HTML5 Zoom Google Drive Microsoft Office

EXPERIENCE

Berkeley Adult School, Berkeley, CA - *Student Worker*

02 2020 - PRESENT

Qingdao Administration For Industry And Commerce, Qingdao, China

- *Administrative Assistant*

07 2014 - 10 2018

Care Growth Education Consulting And Training Center, Qingdao,

China - *Educational Counselor*

EDUCATION

Completing prerequisite courses, Berkeley, CA- *College degree in Progress,*

06 2021 - Present

Berkeley Adult School, Berkeley, CA - *Hight School Diploma*

08 2019 - 06 2021

Qingdao University, Qingdao, China - *Bachelor Degree Equivalency,*

Major in Education