

**PERSONAL DETAILS**

**EDUCATION**

Name D.O.B

Web Contact Email

Ada Wu

19 November 1987 http://adawu.top

+86 13671951036

[[adalove1987@126.com](mailto:adalove1987@126.com)](mailto:john@yourwebsite.com)

High School University

|  |
| --- |
| **My QR code** |

Yu Chen High School

Shanghai Dian Ji University



**EXPERIENCE**

|  |  |
| --- | --- |
| **Pure Yoga** | **Senior Operation CCR** |
| 2014.10- now | Assist members to sign in and book the yoga schedules via the MBO system, double check every day’s scheduling. Create the clie-nts’ profile and input the agreements、 suspension、 re-active. Introduce the studio for the guests and settle their requests. Reply and sent the daily emails efficiently、 run the daily accounts reports. |
| **Renaissance Putuo hotel** | **Catering sales-Wedding Sales & EBC** |
| 2013.12-2014.9 | Sales for the wedding、 mice、 catering ,introduce the hotel banquet facilities and related services to clients, provide pro-fessional consulting and give the reasonable suggestions to them according to the actual requests follow up and related work to complete the signing of the contract. As the host of the hotel’s customer appreciation party of “R-life-live”. And planned 2014 summer wedding show, edited the show’s pictures and logo. |
| **Shanghai normal university**  **Foreign guest house** | **Front Desk Supervisor** |
| 2011.2-2013.12 | In the nearly three years of working, complete daily reception for foreign students, foreign experts, team and individual work. And also responsible for the personal and admin work, mainly for the interview and recruitment; assist the office to complete the assigned task. Training for new staffs about basic English and computer ,edited training materials. |

**PROFILE** **SKILLS**



## 610752180 C:\Users\Administrator\Desktop\wx.png adalovet



## Specialities

## English

## Computer

## MS office

## Cantonese

|  |
| --- |
| Hello! I’m Ada Wu , a 30 years old as an administration clerk from Shanghai Xuhui.  If there is any additional information you require, please contact me.I would welcome an opportunity to meet with you for a personal interview. |

## 

## Knowledge

## Sales experience Teamwork

## Hr

## Character

## Forthright

## Frankly

## Understanding

## Selfconfident