

## **National Workforce**

### **Regarding Bilingual (Mandarin/English) Administrator**

To Whom It May Concern:

My name is Jia Chen and I was born and raised in China. I graduated with a bachelor's degree in Mathematics (statistics) at East Tennessee State University. I learned a lot from University. I want to start a career as an analyst, apply my skills in the real world and help your company gain meaningful information from data.

During my education, I held a full time position as a nail technician. I learned to communicate effectively with customers, listen to their requirements, and leave them 100% satisfied with the service. I can fit into a diverse team of people who come from different backgrounds.

I moved to Sydney, Australia September, 2019. My true passion is to become a predictive analyst. I am looking for a company that has similar values to myself where I can grow and make a positive influence. I have a great academic record, and I am bilingual. I love to solve mathematical problems using statistical tools. I enjoy to meet new people and I will contribute to the team I join. I have the right to work in Australia without restriction on hours. I am looking forward to hearing from you.

Thank you,

**Jia Chen**