

吴 娟

PH: (+86)15900929332 Email: wuj_424@126.com 上海市浦东新区牡丹路 145 号（201204）

求职意向		
人力资源相关		
工作经历		
2007.12-2009.6	震旦（中国）投资有限公司 - 行销专员	上海
	- 协助产品行销推广活动，如第一财经高尔夫活动，Aurora Top 等 - 负责产品认证，如 3C 认证、入网认证、微软认证、环境认证等 - 负责公司产品的 PSI（采购、销售、库存）	
2007.7-2007.12	上海凯来有限公司 - 业务助理	上海
	- 工作主要内容为帮助客户与工厂的协调沟通 - 客户主要为美国、英国、南非的品牌公司 - 在公司的系统培训下，熟悉外贸业务、跟单、单证等流程工作	
实习经历		
2005.3-2005.7	苏州大学附属中学	苏州
	—担任校外教育援助师 —帮助解决毕业班学生的学习、生活中的相关心理问题 —得到学校老师、学生的一致认可与好评，并获得优秀校外教育援助师证书	
2004.7-2005.1	美丰电脑行销公司（台资） - 电话营销	苏州
	—参与监控器电话的营销 —受到公司的系统培训，个人感觉进步较大 —出色地完成任务，获得推销优秀奖	
教育背景		
2003.9-2007.6	苏州大学心理学系应用心理学专业	本科
主修课程	心理咨询学，教育心理学，学校心理辅导，临床心理学，发展心理学，社会心理学，人力资源管理，管理学原理，领导心理学，心理学史，广告心理学，人体解剖生理，青年心理学，学习心理学，旅游心理学，儿童心理发展与早期培养，职业指导。	
2000.9-2003.7	江苏省如东县栟茶中学	南通
获奖及认证		
	国家 人力资源 师三级证书 国家大学 英语 六级考试（CET-6） 江苏省高等学校 计算机 二级	
专业能力		
	- 掌握人力资源相关知识熟悉咨询辅导方面知识，并有一定的经验； - 英语达到国家六级,优秀的听说读写能力； - 能够熟练操作 Windows 操作系统和 Office 等办公软件	
自我鉴定		
	我于 2007 年六月毕业于苏州大学本科，来上海工作已经两年了。在这两年里，我收获颇丰，学会了如何跟同事协作沟通，如何在团队中主动承担责任，发挥应有的作用……通过这两年在 Market 部门工作和学习人力资源知识的同时，觉得自己对人力资源行业更感兴趣，打算能在这个行业长期发展。因此我衷心希望能加入贵公司。谢谢！	

Juan Wu (吴娟)

PH: (+86) 15900929332 Email: wuj_424@126.com Address: No145 Mudan Road, Shanghai (201204)

Job Objective		
HR Related		
Working Experience		
2007.12 - 2009.6	Aurora(China) Investment Co. Ltd	Shanghai
Position	Marketing Operations	
Responsibility	<ul style="list-style-type: none"> - Assist product marketing activities, such as CBN Golf, Aurora Top - Product certification, such as 3C/network/Microsoft /environmental - Production's PSI (procurement, sales, inventory) 	
2007.7 - 2007.12	Shanghai Caratex International Trade Co. Ltd	Shanghai
Position	Operation Assistant	
Responsibility	<ul style="list-style-type: none"> - Familiar with international trade process, such as merchandiser - Coordinate the relationship between customers and factories - Most customers are big companies in USA, UK, South Africa 	
Intern Experience		
2005.3 – 2005.7	Attached Middle School of Soochow University	Soochow
Position	Teaching Assistant	
Position	<ul style="list-style-type: none"> - Help to solve psychological related problems about study and life - Receive favorable comments from both teachers and students - Get Excellent Teaching Assistant Certification 	
2004.7–2005.1	Meifeng(Taiwan) Computer Corporation	Soochow
Position	Salesperson	
Responsibility	<ul style="list-style-type: none"> - Receive marketing training, Master related knowledge - Take part in marketing of monitor telephone - Complete task and get Excellent Salesperson Price 	
2005 - 2007	Several Questionnaire Surveys	Soochow
Responsibility	<ul style="list-style-type: none"> - Surveys about house price, customer satisfactory and so on - Most customers are big companies, such as China Telecom - Receive positive feedback from customers 	
Education		
2003.9–2007.6	Dept. of Applied Psychology in Soochow University	Bachelor
Main Courses	General Psychology, Consulting Psychology, Education Psychology, School Psychological Counseling, Clinical Psychology, Growth Psychology, Social Psychology, Human Resource Management, Principles of Management Science, Advertisement Psychology, Tourism Psychology, Somatology, Vocational Guidance	
2000.9–2003.7	Bencha Middle School in Nantong, Jiangsu Province	Nantong
Abilities & Certificates		
English	CET-6 (National College English Test Band 6) <ul style="list-style-type: none"> - Excellent in both spoken and written English - Experience with working in English Environment 	

Computer	CCT-2 (College Computer Test Grade II in Jiangsu Province) - Familiar with working in Windows - Skilled in using MS Office, such as Word, Excel, PowerPoint, Outlook	
Professional	Human Resource Certification Grand 3 - Take part in a training, and learn systematically - Master related knowledge about human resource - Familiar with consulting and counseling - Have some experience in related field	
Self Assessment		
	<p>I graduated from Soochow University in June 2007. Since then, I have worked in Shanghai for two years. During these two years, I gained a lot which I couldn't learn in the school. Now I am able to work better with colleagues, be more responsible in the team. Through working in Market Division and learning HR knowledge in these two years, I find I like the HR job. I hope I can work in this position in the rest of my career life. So I sincerely would like to join your company! Thanks!</p>	