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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2 years| Female |  28 Years old(1987/10/21) |  Unmarried |  166cm |  Party Member** | | | |  | | Residency: | Shanghai | Hukou: | Shanghai | |  |  | | | |  |  | | | | [  Undownload Resume! ] | | | | | [Click to view contact!](javascript:void(0);) | | | | |  |  | | |  | |

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| |  |  | | --- | --- | | **The latest work [ 8month]** | | | Company: | Pactera Technology International Ltd. | | Industry: | Computers,Software | | Job Title: | Assistant | |  | |  |  | | --- | --- | | **Education** | | | Degree: | Master | | Major: | Foreign Linguistics and Applied Linguistics | | School: | University of Shanghai for Science and Technology | |

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| |  | | --- | |  |  |  | | --- | | **Self Assessment** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | As an English majored postgraduate student, theoretically, I have studied Business Administration and owned the 3rd level of Human Resource Management. For practice, I have conducted HR management and translation project. My recent job involves recruiting, compensation and benefit, labor relation and so on. Familiar with several HR systems like Oracle, Kayang, and SAP, and skilled at excel and PPT, I plan to do some work concerning HR and translation in the future. As for my personality, my experience of joining in the army to guard 2010 Expo, and of serving as the secretary of the foreign linguistics and applied linguistics postgraduate Party branch have proved my firmness of political conviction，and my qualities that define a qualified leader as well as a team member. Moreover, I’m self-motivated, honest and careful, good at doing time management and respond well in high-pressure atmosphere. | |  |  |  | | --- | | **Career Objective** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  | | --- | | I can start: within 1 week | | Employment Type: Full-time | | Desired Salary： | | Desired Location: Shanghai | | Desired Position: Translator，Human Resources，Admin./Support Services | | Current Situation: I'm looking for jobs now | | |  |  |  | | --- | | **Work Experience** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  | | --- | --- | | 2015 /4--2015 /12:Pactera Technology International Ltd.(>10000 people)http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/space.gif**[ 8month]** | | | Industry: | Computers,Software | | **Medical Business Department in Eastern China** | **Assistant** | | As the HR Coordinator of Medical Business Department in Eastern China, I have been responsible for recruiting foreign and domestic IT technical staff, coordinating project, and supporting other related service. Those candidates involve specialists expert in Java, .net, C/C++, Linux, testing, PHP, CRM, and non-technical personnel like salespeople.  My main responsibilities：  HR Related: 1. To make and confirm the recruitment plan by communicating with delivery department to ensure recruitment requirements;  2. To organize and develop the recruitment work, including maintaining and selecting recruitment channels (51job, Zhaopin, etc.) and chose out those qualified candidates; 3. To make the phone interview with those candidates and arrange subsequent interviews;  4. To make salary negotiations, organize the on-board process; 5. To accomplish regular recruitment reports; 6. To provide consulting service concerning HR policy. Project Coordinating Related: 1. To assist investigate market and accomplish project feasibility analysis;  2. To assist delivery manager establish and maintain business relations; 3. To follow up staffs’ working condition and ensure the stability of project; 4. HRIS maintenance ； Results: I have exceeded the assigned staff performance and assist other teams. | | |  | | | 2013 /10--2014 /6:Alcatel-Lucent Shanghai Bell(1000-5000 people)http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/space.gif**[ 8month]** | | | Industry: | Telecom & Network Equipment | | **HR** | **Department Assistant (intern) (Part-time)** | | To be in charge of assisting HRBP to finish daily HR work, including: 1. HR data analysis: To export data based on Kayang HR Power and make data analysis, like monthly headcount review and statistics of extra work and leave requests; 2. Labor relation: To deal with contracts explanation, signing and submitting for those temporary employees transferring to permanent employees; 3. Recruitment: To screen CVs through recruitment channels (like China HR.com), make basic phone interviews with those candidates, and arrange and participate in F2F interviews, and check recruitment progress regularly; 4. Intern attendance: Upload and update attendance data of 5 interns; 5. Training: To help prepare training material documents, and make video recording during training;  6. Other HR affairs assigned by HRBP, like tracking the approval process； 7. Other administrative affairs, like reimbursing the costs, making PPT, etc. | | |  | | | 2009 /11--2010 /12:Shanghai Armed Police Corps(1000-5000 people)http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/space.gif**[ 1 year and 1month]** | | | Industry: | Government/Public Service | | **Shanghai Armed Police Corps** | **Official** | | 1. Security check: As one of People’s Armed Police, I have participated in being in charge of the security of 2010 Shanghai World Expo. During my duty, I have searched out over 100 prohibited articles, and have done security checks for about 1000 times on peak day; 2. Training for security check: To assist team members’ pre-job English training;  3. Administrative Affairs: To publish English papers and text composition. | | | |  | | **Project Experience** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  | | --- | --- | | 2014 /4--2014 /12:Translation Project | | | Description: | It's a contracted work for government. My main responsibilities are information analysis and translation | | Responsibility: | 1. To search and filter valid information and make regular reports; 2. To translate, involving financial or political information; 3. To make comprehensive summary reports. 4. All other administrative affairs assigned. | | |  | | **Education** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  |  |  | | --- | --- | --- | --- | | 2012 /9--2015 /4 | University of Shanghai for Science and Technology | Foreign Linguistics and Applied Linguistics | Master | | As a recommended postgraduate student, I have gained the first comprehensive performance ranking.In the year 2015, I have been suggested to take doctoral qualifying examination at SISU. This major mainly concerns linguistic courses,translation and so on. Personally, responsible for vice Secretary of the first Party Branch, and up till now, I have gained the First Prize Scholarship once and been awarded as "Outstanding Party Member" "Excellent Team Menmber" and "Outstanding Individual of Graduate Student Union". | | | | |  | | | | | 2007 /9--2012 /6 | University of Shanghai for Science and Technology | Business Administration | Bachelor | | It‘s my second major which includes Bachelor of Business Management. My second major involves all aspects of comprehensive training of enterprise management and economic and financial,aiming to develop senior talents possess business management skills, and mastering knowledge of marketing, foreign trade, human resource,advertising, economic law and so on. | | | | |  | | | | | 2006 /9--2012 /6 | City University of New York | International Business | Bachelor | | It's a transnational project between USST and CUNY. Required to take courses concerninng InternationalTrade, we have been taught in an entire English-speaking environment. | | | | |  | | | | | 2006 /9--2012 /6 | University of Shanghai for Science and Technology | English for International Trade | Bachelor | | Four years of full-time bachelor, my first major is oriented at international trade,and is given priority to English learning.It's a Chinese and Foreign Cooperation major, requiring TEM8 and so on. By my senior year at college, I have volunteered to enlist in the People's Armed Force. And after finishing my service, I come back to the school and accomplish the two majors with the honor "Outstanding Graduates of University of Shanghai for Science and Technology". At my undergraduate, I have been awarded 2 times of the First Prize Scholarship and 5 times of the Second Prize Scholarship,and Advanced Individual of University Cultural Construction, Advanced Individual of University Social Work and High Morality Prize. | | | | | |  | | **Honors and Awards** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  |  | | --- | --- | --- | | 2015 /6 | Outstanding Party Member of USST | school level | |  | | | | 2015 /5 | Excellent League Member of USST | school level | |  | | | | 2011 /6 | Outstanding Graduates of USST | school level | |  | | | | 2010 /11 | Personal Honor, Unit Citation and Service Expert awarded by Training & Management Base | city level | | |  | | **Training** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | |  | | |  |  |  |  | | --- | --- | --- | --- | | 2015 /10--2015 /11: | Hui Ren | C&B |  | |  | | | | | 2015 /8--2015 /11: | Hui Ren | Human Resource Management | Enterprise Human Resources Administrator | | the 3rd level Human Resource Management | | | | |  | | | | | 2008 /7--2008 /8: | Onlly | written translation | written translation | | |  | | **Certifications** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  |  | | --- | --- | --- | | 2015 /12 | Human Resource Management (Level 3) |  | |  | | | | 2013 /6 | CFT4 |  | |  | | | | 2012 /3 | TEM Level 8 |  | | |  | | **Language Skills** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  | | --- | --- | | French | Listening&Speaking(Average)，Reading&Writing(Average) | | Korean | Listening&Speaking(Average)，Reading&Writing(Average) | | English Grade: | TEM 8 | | |  | | **IT Skills** | | http://img01.51jobcdn.com/imehire/ehire2007/default/image/im2009/line1_1.gif | |  | | |  |  |  | | --- | --- | --- | | Skill Name | Skill Level | Experience | |  | | | | MS Powerpoint | Advanced | 12Month | | SQL | Limited | 1Month | | OutLook | Advanced | 12Month | | MS Excel | Advanced | 12Month | | Java | Limited | 1Month | | PeopleSoft | Basic | 3Month | | |