I’m currently major in communication engineering as a student at the University of Electronic Science and Technology of China.

In addition to learning professional knowledge, I also like listening to music and watching movies.

I'm a self-starter and plan ahead instead of waiting for deadlines.

My biggest strength is tenacity.

I finish the assignments all the time no matter what challenges I encounter along the way.

I always give whatever it takes to complete to job.

I tend to be a perfectionist.

While doing elective courses, I went a bit overboard. Sometimes I researched varieties of articles and The number of pages of my report exceeds the requirement. It was beyond the scope of a two-unit class!

How do you think a friend or professor who knows you well would describe you?

They would say I'm a self-starter, highly motivated, energetic and goal-oriented, but also cooperative and a team player.

I have good communication skills and get along well with other people.

Tell me about yourself

I currently work as a secretary to the General Manager in the sales office of a Japanese telecommunications company. 目前我在一家日本电信公司的营业厅担任总经理秘书一职。

Since he doesn't speak Japanese, my main function is to act as liaison between him and eight Japanese staff members. 因为总经理不会说日语， 所以我的主要任务就是协助总经理与八位日本同事进行沟通。

In addition to general office duties, I also perform accounting, including payrolls.

除了办公室的日常事务之外， 我也做 一些与会计相关的业务，包括做工资表。

My boss frequently travels and I effectively manage the office during his absence. 我工作很主动，所以没有上司的监督，我也能做好一切。

I'm a self-starter and he fully trusts my ability to work without his supervision and he values my judgment in a variety of contexts. 由此深得上司的信赖。此外，遇到各种情况，上司也很尊重我的判断。

What are some of your strengths?

My biggest strength is tenacity. 我最大的优点是坚韧。

tenacity /təˈnæsəti/

基本翻译

n. 韧性；固执；不屈不挠；黏性

网络释义

Tenacity:韧劲 ; 坚韧 ; 韧性

All my past employers and business associates have said I an tenacious.

我之前的雇主和同事都说我具有不屈不饶的精神。

tenacious /təˈneɪʃəs/

基本翻译

adj. 顽强的；坚韧的；固执的；紧握的；黏着力强的

网络释义

Tenacious:顽强 ; 顽强的D ; 固执的

I have to see a project through to the finish no matter what challenges I encounter along the way. 在计划执行过程中 不论遇到什么问题，我都会想办法克服。

I always give whatever it takes to complete to job. 为了完成工作，我总是全力以赴。

What are some of your weaknesses?

I tend to be a perfectionist. 我的缺点是过于追求完美。

While doing the marketing research I just mentioned, 例如刚刚跟您提到的那门课，

I went a bit overboard. I researched over 200 articles and my report was over 100 pages.

我在进行市场调查时，因为太投入了，竟然查了 200 多篇文章，报告的长度也足足有 100 多页，

It was beyond the scope of a four-unit class! 已经超出了这门 4 学分的课程所要求的范围了！

How do you think a friend or professor who knows you well would describe you?

They would say I'm a self-starter, highly motivated, energetic and goal-oriented, 他们可能会说，我是个做事主动、上进心强、精力旺盛、目标明确的人，

but also cooperative and a team player. 同时也乐于合作,有团队精神。

I have good communication skills and get along well with other people. 他们还会说，我沟通能力强，能与他人和睦相处。

Are you aggressive? 你认为自己有干劲吗？

Yes, aggressive enough to do the job. 是的，我做事干劲十足。

I've always worked in purely sales positions, 我一直从事销售方面的工作

so being aggressive has been necessary to achieving my goals and the company's goals.

所以，为了达到自己的目标和公司的目标，有干劲是必要的。

Of course,it doesn't mean that I believe the end justifies the means.

当然，这并不意味着我会为了达到目的而不择手段。

I believe in fair play as well. 公平竞争也是我的信念之一。

Are you competitive? 你是个竞争欲强的人吗？

Yes, I believe competitiveness is a required trait to excel, especially in sales,

是的，我相信想要脱颖而出，就必须要有竞争欲，尤其是在销售行业，

and I thrive /θraɪv/ on competition.

我是属于有竞争就会努力的，

but that doesn't mean that I try to get ahead at any cost.

但那并不表示我会不计任何代价来达到目的。

I think competing with myself or challenging myself continuously is what really drives me.

我认为，不断自我竞争和自我挑战才是真正驱使我的动力。

Are you creative? 你觉得自己富有创意吗？

I'm very creative when it comes to problem-solving. 我能够创造性地解决问题。

For example, at my current work, we almost lost our best employee when her husband relocated to Taichung. 例如，我现在所在的这家公司原本即将逝去一位最优秀的员工，因为她丈夫被派驻到台中去了

We didn't want to her go, so I came up with a plan to have her work from her new location;

为了不让她离职，我想了一个可以让她在台中工作的方法，

in other words, telecommuting from Taichung. 也就是让她利用电脑进行远程办公。

Our company had never had a telecommuter, and I had to be very tactful about selling my idea to the president.

我们公司还从来没有过远程办公的员工，为了让总裁同意我的计划，我必须考虑周全

I worked out plans and calculated costs and benefits, including how much training cost we will be saving by keeping her.

我拟定计划，并且计算出继续雇用她的成本与利益，包括留住她可以为我们节省的培训费用。

I presented the plan with cost-benefit analysis to the president.

我将整个计划连同成本利润分析一同提交给总裁，

It was approved. 结果获得了总裁的许可。

It worked very well, so now we have a few more telecommuters.

目前，此计划进行的非常顺利，所以我们现在又多了几个远程办公的员工。