



Nana Qiao (乔娜娜)

No.67,Lane123,Job Rd. Job Distrinct,Shanghai,China 200070

(+86) 138-0013-8000 (+86-21) 2680-8691

service@qiaobutang.com

JOB OBJECTIVE

Commercial Officer

EDUCATION

Shanghai University of Finance and Economics

GPA:3.6/4 2009.09-2013.06

- Bachelor of Science in economic management, expected July 2013 e-commerce Shanghai
- Second prize Scholarship (awarded to the top 10%)

PROFESSIONAL EXPERIENCE

KUKA Robotics China Co. Ltd

2012.10-Present

Intern, Order Processing Officer

Shanghai

- Be responsible for the overall processing, following-up and coordinating of Sales Order
- Act as liaison between Sales and Production
- Finance on various order management issues

Keepromo Shanghai Co. Ltd

2011.07-2012.10

Customer Service Intern

Shanghai

- Foreign trade English customer service
- Communicate with foreign customers of the product/order/inquiry via email and telephone
- Collect the feedback of customers about the products and the market

EXGLISH SKILLS

- "Outlook English Talent Competition" in Shanghai area Third prize
- College English Test Band 6 (CET 6) Excellent
- Financial English Certificate Test (FECT) Level A
- Excellent in written and verbal communication in English

ACTIVITIES

Shanghai World Expo volunteers

Team Leader

- Won the "advanced collective" award, and won the "excellent organizer"
- Recruitment & Publicity, volunteer training
- Dealing with emergencies, management organization and coordination

OTHER INFOMATION

- Excellent Student Leader (only **student can get this honor)
- Fluent at MS Office
- Psychology, Pedagogic, Music, Dancing, Literature