信封微信

MARKUS JENKINS

creative manager

*Professional User*

* Microsoft Word
* Powerpoint and Keynote
* Photoshop/Illustrator/InDesign
* Web-Solutions
* Fast Reading and Writing
* Internet Using

*Technical Information*

* Public Speach
* Powerfull Motivation
* Perfect History
* Creative Solutions
* Fast Networking
* Internet Using

**NMAXIMUM & CO** *creative manager*

**2012-2015**

Managed executive's schedule, including meeting reminders, meeting preparations and other coordination as required.Attended meetings when requested, prepare agendas and take meeting notes.Made travel arrangements for executive's business trips, including flights, hotels, transportation.Provided logistic support for sales team and POA meeting.

**LAURENCE PARTNERS** *creative manager*

**2010-2012**

Planned daily word, convened weekly meeting and disposed work division for the whole team.Communicated with the managers in order to guarantee kinds of programs successful.Researched lots of related original English materials to prepare for making the detailed design.

**2009-2012**

**NATIONAL UNIVERSITY OF BUSINESS**

*personal management*

**2005-2009**

**BIRMINGHAM BUSINESS COLLEGE**

*creative company manager*

**ENGLISH***professional*

**FRENCH/ DEUTCH***intermediate*

Solutions-driven law student with strong track record of experience to complement legal abilities, as well as solid educational background in tax law, including coursework in international tax, business tax, estate and gift tax, and income taxation of trusts and estates.

Fluent in Japanese and computerproficient in Westlaw, Lexis-Nexis, MS Windows, Word, Excel, and PowerPoint.US citizen with cultural activities visa.

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little prince

SKILLS

LANGUAGES

WORK EXPERIENCE

EDUCATION

ABOUT ME

CONTACTS