

R.A. Nussbaum

Chairman

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EDUCATION

CONTACT

2013

AWARDS

Skills

REFERENCES

J.M. Lenihan

Assistant Director

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**E:** Lenihaddn@gmail.com

F.M. Smith

Professor

**T:** 028 1234 5678

**E:** smitsdoa@yahoo.com

1998 - 2000

Bachelor of Commerce

Monash University/Cumulative GPA: 3.76

1995 - 1998

Bachelor of Economics

Shanghai University/GPA:3.7 Out of 4.0

2012 - Present

Bank of China, ZhengDa Branch

**Marketing Manager**

Good working knowledge of banking practice had in this post. Established the original human resources database

2005 - 2012

Shanghai Horizon Market Research Co., Ltd

Sales Representative

Established a work team and led discussion in meetings

Communicating with customers.

2003 - 2005

Daylight (China) Co., Ltd

**Researcher**

Worked with different teams and finished questionnaires seriously Established the original human resources database.

2000 - 2003

Human Resources Services Company

**Manager**

Promote sales of items successfully

Learned market analyz skills and sales techniques.

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Gold Medal Champion

Oratory Competition

Awarded to the senior high school with the highest score

Word

Excel

PPT

Photoshop

Illustrator

Light room

Coreldraw

I’m (Lily Allen),

a (Accountante)

from (Shanghai)

Outstanding written and verbal communication skills in English   
Proficient in Office applications   
Abundant administrative and Secretary experience   
Fluent in conversational Mandarin   
Actively involved in playing Chinese traditional instruments .

EXPERIENCE

About Me

Objective: Admin Assistant

Selina Cooper