

**Mrs. Tomas SALTZ**

Designer, Red Design Limited

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**Mrs. Tomas Ross**

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**MASTER OF ECONOMICS**

East China University of Science | MAY 2003 - APR 2009

* School of Business, Major in Accounting, Top 10%.
* Pass two exams of the CPA texts.

**BACHELOR OF ADMINISTRATION**

University of Manchester | MAY 2002 - APR 2003

* Scholarship:Jialilian Scholarship (2 among 110 students).
* Major Courses: Accounting Theory, Advanced Financial Accounting, M&A Research, Econometric, etc.

**ANALYSIS ASSISTANT**

Electric Investment | MAY 2003 - APR 2009

* Collect newly issued tax legislation, regulations and circulars and analyze them from technical perspectives.
* Conducts research studies and analysis and provides professional opinions on ambiguous and complex issues.

**JOURNALIST**

Technology News Agency | MAY 2002 - APR 2003

* Wrote press releases and interviewed with several figures as a journalist.
* Responsible for the meeting record Text sorting and daily document drafting.
* Communicated and cooperated with Outreach Department and other departments.

**GRAPHIC ARTIST**

TBWA GROUP CHINA | MAY 2001 - APR 2002

* Coordinated and supported events or activities by senior planners and other functional departments.
* Handled basic office functions as needed, i.e. data entry, file management and meeting room reservation.
* Responsible for the registration process for the meeting participants and offered necessary instructions.

EXPERIENCE

REFERENCES

EDUCATION

C ++

CSS 3

HTML 5

JAVASCRIPT

EXPERTISE

CONTACT

PROFILE

CREATIVE DIRECTIOR

**Dave Matthews**

Outstanding written and verbal communication skills in English and Mandarin

Abundant administrative and Secretary experience in a fast-paced, high-tech environment

Proficient in Office applications, such as MS word, Excel, PowerPoint, Outlook.

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