

Professional Summary

- Fast learning, enthusiastic and eager to be part of a customer service-oriented team.

Skills

- Responsible
- Tourism background
- Teamworking
- Excelling in MS word powerpoint and excel
- Reservations and booking system experience

Work History

Tour Operator Intern

Caissa Touristic(Group) AG - Beijing

5/2014 to 7/2014

China

- Helping Tourists filing visa Application Forms to Embassies.
- Examining Creditibilities Of Supporting Materials For Visa Applications
- Advising Tourists For Thier Interviews

Financial Assitant

Karbon Energy Consulting Co., Ltd -

3/2013 to 4/2013

Beijing China

- Helping Financial Manager Finishing Financial Statements.
- Helping managers Making Arrangements Of Their schedules
- Booking Hotels For Managers
- Dealing And Arranging invoices From Differnt Departments.

Education

Master Of Science: Parks Recreation
And Tourism Management

Current

Clemson University - Clemson, SC,USA

- Master Student In Parks Recreation And Tourism Management With A Concentration On Tourism .

Bachelor Of Economics: International Economy And Trade

2009

Beijing Institute Of Fashion Technology - Beijing,China

- 3.2 GPA
- Majoring In International Economy And Trade
- Volunteered as A Tourist Guide In Freshmen Year
- a Member Of Youth Volunteer Association
- Continuing Education In Tourism