

陈蓉

性别：女 | 1989

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住址: 5-42 115th St, Apt E, College Point, NY 11356

能力综述

- 工作态度严谨，刻苦，诚实，注重工作效率和团队合作
- 适应力强，具有较强的组织能力，实际动手能力。
- 善于快速学习，乐于接受新事物，有一定的科研创新能力

教育背景

2011/01-2013/12	California State University, Sacramento, CA
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- 工商管理专业， 学士学位

实习经历

2011/2-2013/5 California State University & Sacramento City College

数学和会计辅导员， 中文翻译员

- 辅导和翻译

2008/9-2009/1

普华永道公司，风险和控制保障部门实习 (Risk & Controls Assurance Intern)

- 市场调查
- 收集和归纳文件
- 收集顾客回馈信息
- 支持会议运作

2008/7-2008/8

29 届北京奥林匹克志愿者

- 物资分配
- 维护秩序
- 接待外宾

2008/5-2008/7

今麦郎有限食品公司，国际销售部门实习生

- 市场调查（文化，喜好，政策）
- 维护客户与公司关系，收集客户反馈信息
- 协助办公室日常工作
- 整理和归纳文档

专业技能

- **英文**：可以熟练的进行：听，说，读，写。尤其熟悉的是网络查阅和翻译相关英文资料。
- **电脑**：熟练使用电脑浏览网页，搜集资料，熟练使用 office 相关办公软件，并能及时，独立，高效率的完成日常办公文档的编辑工作
- **语言**：中文，英文。

Rong Chen
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Education

01/2011-12/2013 California State University, Sacramento, CA
▪ General Management (Bachelor Degree)

Work Experiences

- 2/2011-5/2013 California State University & Sacramento City College
Math Tutor, Accounting Tutor, Chinese Tutor
▪ Teach and translation
- 9/2008-1/2009 *Price water house Coopers (PwC).* **Risk & Controls Assurance Intern** (BJ, China)
▪ Marketing Research
▪ Collate Document
▪ Collect Customer's feedback
▪ Support Office Meeting
- 7/2008/-8/2008 **Volunteer of** *The 29th Olympic games in Beijing, China*
▪ Materials Distribution
▪ Support traffic safety
▪ Reception Guests
- 2008/5-2008/7 *Jin Mai Lang, Inc.* **International Business Sales Department Intern** (HB, China)
▪ Marketing Research (culture, local favor, policy)
▪ Maintain the relationship between clients and company
▪ Support office operation
▪ Customer's feedback analysis, improve policy.

Skills

- Rigorous work attitude, hardworking, honest, focused on productivity and teamwork
- Strong adaptability, organizational skills and practical ability
- Ability to learn new things fast, and have spirit of innovation.
- Computer: familiar with office software (Word, Excel, PPT, etc.), very good at online surfing, data collection.
- Multilingual: Fluent in English and Chinese (Mandarin)

Areas of Expertise

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| ▪ HR Management | ▪ Data Analysis | ▪ Marketing |
| ▪ Market Research | ▪ Operations management | ▪ Publicity Planning |
| ▪ Business Management | ▪ The science of organization behavior | ▪ Policy Research |