

# AILIN LI

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## OBJECTIVES:

*Marketing position that utilizes both my communication skills and professional knowledge, and enables me to make a positive contribution to the organization.*

## EDUCATION

*University of Denver*

*BSBA*

*Major: Marketing Minor: Art*

*Class 2014*

## WORK EXPERIENCE

*Administrative Assistant, Sichuan Mabian Hydropower Investment Co., Limited 2009-2010*

*338 Jeifang St. Rongding Town Mabian Count,*

*Leshan, Sichuang, China 614663*

- Answer the telephone and take messages*
- Convey notification*
- Distribution of documents*
- Greet visitors to the office*
- Take employee attendance*

## LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

*May 2008*

- Wenchuan earthquake volunteer*

## LANGUAGE SKILLS

*Native Chinese: speaking, reading, and writing*

*Microsoft: Excel, Word, and PowerPoint*

## INTERESTS AND ADDITIONAL ACTIVITIES

*Sports enthusiast: billiards, riding, and bowling*

*Personal interests: traveling, drawing, cooking and photography*