

个人简历 RESUME

姓名: 赵 喆

电话: 5105985509

性别: 男

地址: 35882 Orleans Dr. Newark CA 94560

E-mail: 284058174@qq.com

出生年月 : 1987/08

籍贯 : 北 京

Zhao Zhe

Tel: 5105985509

Gender: Male

Address: 35882 Orleans Dr. Newark CA 94560

E-mail: 284058174@qq.com

教育经历

- 2002年9月至2005年7月 于北京潞河中学就读高中
- 2005年9月至2009年6月 于北京信息工程学院就读大学本科 通信工程专业
- 2009年9月至2013年2月 于美国 DeVry University 的 Keller graduate school of management 就读研究生
通信管理专业 (MNCM), 并完成了项目管理的课程, 获得了项目管理的证书

Education

2009.9 – 2013.2 Keller graduate school of management

Major: Master's networking and communication management

Degree: Master's Degree

Finish the program of project management, and gain Project Management Certificate

2005.9 – 2009.7 Beijing Information Science & Technology University

Major: Communication Engineering

Degree: Bachelor's Degree

2002.9 – 2005.7 Luhe High School (Beijing)

Diploma: High School Graduation Certificate

掌握技能

个人简历 RESUME

- 掌握项目管理 (PM) 相关知识, 熟练运用成本控制, 项目计划 (Project Cost & Schedule control), 项目合同促成管理 (Contract and Procurement Management), 质量管理 (Managing Quality) 的相关知识和技能.
- 能写正规的英文bidding document (标书).
- 会用Microsoft office project 对项目进行管理, 计划和控制.
- 掌握网络设计和管理 (Network Design and Management) 的相关知识.
- 了解通信法律和规定 ([Telecommunications Law and Regulation](#)).
- 掌握和了解[IP Telephony/VoIP](#)相关知识和发展前景.
- [掌握信息安全 \(Information Security and Privacy\)](#) 的知识, 了解常用的保密码原理和密匙原理. 并且获得了信息安全的证书.
- 有会计 ([Accounting and Finance: Managerial Use and Analysis](#)) 基本知识.
- 能使用C语言编写程序, 可结合单片机技术进行制作, 并学习了C++.
- 掌握LINUX各种常用命令.
- 熟悉程控交换技术, 熟悉internet技术 (包括操作系统与网络技术).
- 熟练使用MATLAB, 掌握移动通信技术, 计算机通信网络课程, EDA技术, CAD技术, 光纤通信技术, 微机原理与接口技术, LABVIEW虚拟仪器技术, 嵌入式系统及应用.
- 电磁兼容原理与应用, SDH原理与应用, 通信原理, 计算机软件基础, 因特网基本原理与技术, 单片机原理与应用, DSP技术等专业课程.
- 熟练的英语阅读和写作能力, 熟练的英语口语和听力. 母语普通话. 会用WORD, EXCEL, Powerpoint, 能熟练使用计算机的各种基本操作, 了解计算机硬件知识.
- 有加州驾照

Personal Skill

Expertise:

- The knowledge of Project Cost & Schedule control, Contract and Procurement Management and Managing Quality
- Writing bidding document
- Planning, Managing and controlling project with Microsoft office project.
- Network Design and management
- Telecommunications Law and Regulation
- IP Telephony/VoIP
- Information Security and Privacy
- Accounting and Finance: Managerial use and analysis
- C programming, application of single chip technology

个人简历 RESUME

- Linux commands
- Programme-controlled switching technology, internet technologies (including operation systems and networking technologies)
- MALAB, mobile communication technologies, computer communications network, EDA and CAD technologies, optical fiber communication technologies, microcomputer principle and interface technology, LABVIEW virtual instruments, embedded systems and their application
- EMC principle and application, SDH principle and application, communication principles, fundamentals of computer software, basic internet principles and technologies, single-chip microcomputer principles and application, DSP technologies, etc
- Driver license of CA

Computer Proficiency:

- Proficient in, WORD, EXCEL, PowerPoint, Microsoft Project and other basic computer operation
- Familiar with computer hard wares

English Proficiency:

- Outstanding English reading and writing skills, fluently speaking and good listening skills.

Chinese Proficiency:

- Fluently speaking and writing, excellently reading and listening.

实践和经验

工作和经验

- 2008年3月31日~4月12日在中兴通讯学院接受培训和实习。
培训内容:下一代网络(NGN)的技术支持和市场发展前景;程控交换机的工作原理和基本构成;ISO/OSI网络体系结构,软交换(softswitch)和网元配置等。
- 2013年3月至2013年5月,在花卉加工厂工作,
这家工厂为超市提供花卉产品,工作期间我负责物流方面,比如库存管理和控制。
- 2013年5月至2013年6月,在一家Shell加油站做货物管理和收银员,职责是清点货物,管理分类货物和收银。
- 2013年6月到2014年5月,在Bay Media Star INC

个人简历 RESUME

工作，它是一家电讯公司，通信产品的代理商，产品包括Comcast网络，有线电视，家庭电话；Dish network, DirectTV卫星电视，Metropcs移动通信服务和VOIP服务。工作期间，我负责代理销售，部分技术支持，客户和售后服务，合同促成管理，和办公室助理，库存管理等工作。

实践活动

- 大学期间在学生团委会担任宣传部副部长；
- 大学期间在我校社会实践中心工作, 参加过社区的体育比赛并拿到前6名；
- 大二时在课程设计中制作万用表;大二期间还参观了几个通信方面的公司的工作流程(例如器件的焊接和设备的安装等).
- 大三利用单片机技术和C语言, 设计和制作过电子万年历；
- 大四在通信系统课程设计中设计和制作基于315MHz的数字无线通信系统, 完成焊接及程序设计, 并成功收发.
- 在美留学期间多次参加社会实践, 勤工俭学.

Professional Experience

Work and Experience

- **03/31/2008 – 04/12/2008 ZTE University Trainee and Intern**
 - Learn comprehensively about NGN technological support and market outlook, the work principles and basic composition of programme-controlled switcher, structure of ISO/OSI network systems, soft switch, and network element configuration, etc.
- **03/2013 – 05/2013 Flower product Factory**
 - This factory supplies flower product for supermarket, I worked on logistics, inventory control and management.
- **05/2013 – 06/2013 Shell Gas Station**
 - Manage product of gas station and be a cashier.
- **06/2013 – 05/2014 Bay Media Star INC.**
 - Working for Bay Media Star Inc. – A telecommunication company which is Comcast Authorized Dealer, Dish Network Authorized dealer, DirectTV Authorized dealer, MetroPCS Authorized dealer and VOIP Dealer, its products concern internet, cable TV, Satellite TV, Landline Home Phone service, cell phone service and IP phone. Responsible for agent sales, some technical support, customer service, contract and procurement management, office assist and inventory management.

个人简历 RESUME

Activities

- **2008 -2009 Course design for the course of Communication System**
 - Design and make 315 MHz-based digital wireless communication system
 - Successfully completed the welding and program designing
- **2007 -2008 Design and fabricate electronic perpetual calendar by using single-chip Technology and C language**
- **2006 -2007 Make universal meter in a course design**
- **2006 -2007 Participated in the work processes of several telecom companies**
(Including welding of parts, equipment installation, etc)
- **2006 -2007 Publicity Department of Youth League Committee Vice President**
 - Handle all the publicizing activities of the Youth League Committee of the university.
- **2005 -2007 Social Practice Center of the university Member**
 - Participated in one of the community sports meets and won the sixth place
 - Involved in daily activities of the center

Graduation Thesis

- Study on How to Produce 32-slot Pulse with CPLD

荣誉和奖励

1998年8月

获得了由中国游泳运动协会组织颁发的男子50米仰泳，50米自由泳，50米蝶泳2级证书；50米蛙泳1级证书，

1998年8月 荣获中国游泳运动协会颁发游泳锻炼之星奖励，

1997年8月 参加了1997年夏季少年游泳比赛的50米自由泳，获得成绩50' ' 84；

1997年8月 参加了1997年夏季少年游泳比赛的50米仰泳，获得成绩54' ' 38；

Honors and Awards

- Aug 1998 won the Level 2 Certificate in 50m backstroke male, 50m freestyle male, 50m butterfly male events of swimming; Level 1 Certificate in 50m breaststroke male event of swimming organized by China Swimming Sports Association;
- Aug 1998 awarded Star of Swimming Exercise by China Swimming Sports Association;
- Aug 1997 participated in the 50m freestyle male event of 1997 Summer Swimming Competition for Kids and scored 50"84;
- Aug 1997 participated in the 50m backstroke male event of 1997 Summer Swimming Competition for Kids and scored 54"38;

个人简历 RESUME

兴趣爱好

看书, 篮球, 游泳, 健身, 上网, 旅游等。

Interest and Hobbies

➤ Reading, sports, swimming, surfing online, and travelling

自我评价

- 本人具有严谨, 认真, 耐心等优点, 积极进取, 不怕吃苦, 诚实守信, 谦虚谨慎, 有团队协作精神, 人缘较好.
- 在学习新技术方面积极刻苦, 领悟力强, 渴望进步, 积极完善自己.
- 能很好的完成被交给的任务, 工作能力强.