

Guo Yulei

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EDUCATION

School of Business Administration Delaware State University <i>Master in Business Administration, May 2014</i>	Dover, DE
School of Management Minzu University of China <i>Bachelor of Management, July 2010</i>	Beijing, CN

EXPERIENCE

2013-2014	SONIC EXPRESS,INC. <i>Packing services</i> <i>Packing worker</i> <ul style="list-style-type: none">●Pack American goods into boxes then ship them to China.●Meet the needs of customers, discuss the details with them.●Load packed stuff on truck.●After-sales service, (e.g. Tracking packages, Returning)●Close 30+ deals per day	Newark, DE
2011-2012	CHINA RAILWAY PUBLISHING HOUSE,INC. <i>Editing department</i> <i>Text editor</i> <ul style="list-style-type: none">●Correct mistakes in drafts of book.●Discuss details of typesetting, printing and selling with writers and colleagues.●Trained by editor-in-chief.●Finished 5 books as a text editor.	Beijing, CN
2010-2011	CITIC-PRUDENTIAL LIFE INSURANCE COMPANY Ltd. Beijing, CN <i>Sales department</i> <i>Sales man</i> <ul style="list-style-type: none">●Made phone call to potential customers, 100+ calls per day.●Managed client relationship by texting and calling.●Introduced productions to potential customers, explain in details.●Advertised on main streets by using leaflets.	

LANGUAGE

Mandarin: Excellent

English: Good in writing, listening and speaking

INTERESTS

MS Word,Excel,PPT;Soccer, second place in college competition;
Pool; History