

Li Zhang Chippi

57 Garrison road, Scotch Hill Estates, PA 18202
570-455-7212 1043081300@qq.com



JOB OBJECTIVE Administrative officer

EDUCATION

Taihu University of Wuxi	2008.09 - 2012.06
Bachelor of Art in English Graduated in July 2012	Wuxi
• Courses: Two-way Chinese and English translation, basic computer skill etc.	

PROFESSIONAL EXPERIENCE

Creditease Co., Ltd.-Wuxi Branch	Intern	2011.09
• Took charge of Collecting the information of the potential clients		Wuxi
• Instructed the salesman to input the info of clients into the data system		
• Studied relevant news of investment markets everyday		
• Controlled and managed the contracts from the sales Department		
Kunshan Hwayung Cleansing Equipment Co., Ltd.	Technical Department Assistant	2012.07 - 2014.01
• Conducted and updated the inventory everyday		Kunshan
• Gathered and translated the documents of the imported products		
• Coordinated the work between sales teams		
• Managed the translated material of the products		
• Settled down the date for weekly and monthly meeting in Department		
• Took notice for the meeting and developed the report to leader and co-workers		

ACTIVITIES

English Corner	Membership	2008.09- 2010.09
• Joined the morning speaking activity every day, and participated the club public event actively.		Wuxi
• Attained the ability to speak the English more confidently, and form the good habit to work together as a team.		
Gymnastic Team	Membership	2011.03- 2011.06
• Selected by the PE teacher and joined the Gymnastic team for the local competition for college.		Wuxi
• Learned different ways to practice, and learned to be diligent in improving every situation.		

SKILLS

- TEM-4: Passed TEM-8:Passed Oral English:Conversational
- NCRE: First Level (National Computer Rank Examination, China)

HOBBIES

- Enjoy music, movie, yoga, and planting