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QUALIFICATIONS PROFILE

Skilled and talented emerging professional leveraging advanced education and solid experience to provide top quality service as Human Resource Assistant or Administrative Assistant.

- Dedicated and highly capable; offer extensive training and experience across Human Resource processes, including recruiting, interviewing, training, performance evaluation and benefits management.
- Experienced Administrative Assistant, demonstrating consistent strength in managing correspondence and filing systems. Readily identify customer requirements and ensure satisfaction.
- Proven experience within international work environments; embrace diversity and consistently foster cultural awareness, supporting accomplishment of daily objectives.
- Adept communicator, interacting skillfully with various audiences and cultivating solid working relationships; drive efficiency and deliver results. Fluent in Mandarin.
- Technologically proficient utilizing MS Office Suite; quickly master new concepts and processes.

EDUCATIONAL BACKGROUND

Master of Science in Human Resource Management, 2014, GOLDEN GATE UNIVERSITY – San Francisco, CA

International English Program, 2012, UNIVERSITY OF SAN FRANCISCO – San Francisco, CA

Bachelor's Degree in Management of Tourism, 2011, LIAONING NORMAL UNIVERSITY – Dalian, China
Third Class Scholarship, University Level ~ Leader, Youth Volunteers Association

PROFESSIONAL EXPERIENCE

GOLDEN GATE UNIVERSITY, San Francisco, CA

Candidate, Master of Science, 8/2012–4/2014

Completed advanced program in Human Resources (HR); developed strengths across recruitment processes and employee training as well as performance evaluation and benefit management. Gained understanding of comprehensive career development and employment law. Utilized HR Software, drafted case study reports, and conducted employee surveys. Coordinated project teams, facilitating productive communication.

- Successfully mastered key HR concepts; reliably delivered results within diverse projects.

TIELING LANMENG ADVERTISEMENT COMPANY, Tieling, China

Business Coordinator, 6/2010–8/2010

Oversaw coordination of advertising processes; fostered connections between customers and ad designers. Consistently monitored project progress. Communicated skillfully with diverse audiences, driving timely accomplishment of daily objectives and ensuring customer satisfaction.

- Served as highly effective coordinator and time manager, delivering reliably excellent project results.

SHENYANG HUAQIANG REAL ESTATE DEVELOPMENT CO., LTD, Shenyang, China

Human Resource | Administrative Assistant, 9/2010–2/2011

Interfaced among HR and Administration; as HR Assistant, gathered updated staff requirements from all departments, coordinated qualified applicant interviews, and supported communication with interviewers. Reviewed resumes and drafted correspondence. As Administrative Assistant, efficiently collected, organized, and filed purchasing and other corporate documentation. Supported diverse regular meetings and annual meetings.

- Gained solid skills across HR processes; skillfully supported interview processes. Delivered topnotch administrative support.

~ Additional experience as Personal Financial Consultant Assistant, Financial Management with China Life Insurance Company in Dalian, China ~