

AILIN LI

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EDUCATION

Bachelor of Science: BSBA Major: Marketing Minor: Art
University Of Denver

2014

WORK HISTORY

Administrative Assistant

11/2009 to 01/2010

Sichuan Mabian Hydropower Investment Co.

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

VOLUNTEER EXPERIENCE

May 2008: Wenchuan earthquake volunteer

SKILLS

Mandarin: speaking, reading, and writing

Microsoft: Excel, Word, and

PowerPoint

Photoshop

Light room

Photography

INTERESTS

Sports: billiards, riding, and bowling

Personal interests: traveling, drawing, cooking and photography