

Job position: **HR specialist**

Phone number: 12345678

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Address: Block 1, Qingtian Hui, Shipai Bay, Taipa, Macau

Educational experience**Macau University of Science and Technology****September 2022- June 2026****Undergraduate Business School of Business Administration (Human Resources)**

- ◆ Cumulative GPA: 3.45

Internship experience**Assistant to Human Resources Department, Shokz, Guangdong****06, 2025-08, 2025**

During the summer vacation in college, I interned as an assistant in the human resources department at Shokz Company for three months

- ◆ completed 15 important reports, 35 oral reports, and 2 company sales technical training sessions
- ◆ Assist the Human Resources Manager in completing 2 monthly summary reports
- ◆ Proficient in applying various office software, interning in human resources systems, and having good communication skills

Campus Ambassador, Ping An, Shang Hai**2023-2024**

During my sophomore year, I became the campus ambassador of Ping An Insurance and organized several study abroad activities organized by the company for college students

- ◆ Assist students in signing various contracts with Ping An Insurance and familiarize themselves with the process of handling various procedures and relevant regulations and policies
- ◆ At least 100 college students from our school participated in these study abroad activities, which increased the user base of Ping An Insurance by about 1%

On campus experiences/activities**Debate organizer, Macau University of Science and Technology, Macau****2025-2026**

Organize an internal debate competition and assist the school in leading the team to win the runner up in the University of Macau debate competition

- ◆ Utilizing knowledge of business administration, we organized and selected the best debate team for the school
- ◆ After 14 days of meticulous preparation for the competition, a total of 24 hours and 6 collective training sessions were organized

Organizer, Macau University of Science and Technology, Macau**2023-2024**

Initiate and organize reading and selling activities at school

- ◆ About 1000 people participated in online and offline reading activities, selling over 3000 new books and recycling over 4000 old books
- ◆ A total of approximately 77000 RMB was raised and earned (selling books), with 80% of the money donated to impoverished mountainous areas and 20% donated to the school library for the maintenance of old books

Language/ Skills Certificate

- Human Resources Qualification Certificate
- Computer Level 2 Certificate
- C1 driver's license
- TEM-8
- IELTS-6.5