



BIN ZHANG

Office Assistant

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Recent Language Science graduate. Volunteered in the Public Service back in China in the past. Energetic and Positive toward everything in study and working. Aiming at achieving self-worth in the future.

Professional Experience

August 2019 - September 2019

Volunteer Tianjin Municipal People's Government

- Assistance the officer to collate files
- Providing Consultation on all information and requirement for the application of Medical Equipment Certification.
- It has provided a great opportunity to learn how to communicate with people and the government agency.

August 2017 - March 2019

Crew UCI Men Rowing Team

- 2018 WESTERN INTERCOLLEGIATE ROWING ASSOC CHAMPIONS Junior Novice 8+ men gold medal
- This one and half years of rowing practice has been the most challenging experience and shape me physically and mentally

Education

September 2017

Bachelors of Arts in Language of Science University of California, Irvine

I have studied cognitive psychology and psycholinguistics as my major, but also I have taken many biology and chemistry courses during my academic year.

Key Skills

- Basic Microsoft Office Apps
- Fluent in Mandarin Speaking and Writing
- Basic Adobe Apps like Photoshop and Final Cuts Pro
- Problem-solving abilities
- Positivity and Empathy