# 英语翻译专员经典英文简历

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curriculum vitae mei yin zhen ( debby mei) personal information contact details. mob: 020-35546xxx / 13560224xxx e mail: place of birth: changde.hunan d.o.b jan 18.1983 educational background hunan university of agriculture. changsha hunan 1999- 2024 major: animal sciences & training. number five middle school, shi min. chengde 1997- 1999 majors. english: biology: physics: chemistry. art. languages spoken. english: competent user in both speaking and reading. chinese: dialects include: cantonese: putonghua: local changsha and changde dialect. french:planing to learn frech soon computer operation. familiar with computer operating,knowledge of software using(e.g. excel,word etc.),web searching skill. personal hobby surfing internet, thinking, movie, tv show,art, photography,keep study,fashion,chinese handwriting.reading,cooking work experience & history 2024- 2024 well-max (guangzhou) ltd.co. employed as an administration assistant and qc duties: daily report processing, liaison between various production departments.web searching and keep contract with hongkong colleagues and overseas clientetls. order processing for international clients. and check the quality and quantity of products human resources department assistant. duties: the recruitment and follow up of prospective employees and management of existing staff.and keep daily work, 2024- 2024 wei lu electrical (guangzhou) co. ltd. employed as a human resource supervisor. : duties: daily reviews of administrative and company regulations and policies. recruitment and follow up of prospective employees and management of existing staff. staff training and internal qc enforcement. evaluation of staff performance. salary level assessment. staff welfare management. good team-building spirit,responsible. 2024-2024 heng rong technics(guangzhou)co.ltd. employed as a trading and marketing apartment commissioner.: duties:according the order from client.searching good factory for making products,and get price.keep good business relationship with cilents,and supply different products to them. searching good client from internet. 2024-2024 hk.gz juao corporation economy counsellor co.,ltd employed as a oversea market commissoner: duties:serviceing for chinese facotry,according the product to find good client from guangzhou and internet. and help client to find good products from wholesale market or chinese factory.take client go to factory for check quality and qauntity.do translate for them.and intvite them come to business meeting for checking products. 2024 australia ace international trading company guangzhou office employed as merchandising department. duties:searching products information from internet or market, get quotation and sample from supplier.discussing with supplier to get lowest price and good condition. discussing with boss to choice good factory make sample or make order.follow order and fix problem.take client go to canton fair or market to make order.clearing all file in office. i sincerely thank you for considering me for the applied position

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