# 一份边标准的英文简

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*RESUME Kelly Wang Sex: Female Born: Oct.18, 1982 English:TEM8 Computer: Level-3 Nantong University Major: English Mob: 0...*

RESUME Kelly Wang Sex: Female Born: Oct.18, 1982 English:TEM8 Computer: Level-3 Nantong University Major: English Mob: 013055686022 Graduated: July, 2024 kellylighting@sohu.com Excellent Health EDUCATION 2024.9----2024.7 English Major in Nantong University Vice president of Student Union, Vice president of Singing Association of Foreign Language Department LANGUAGE LEVEL Good command of English, effective written and oral communication AWARD TEM 8----Band 8 certificate, BEC vantage -----Business English of Cambridge Award in the oral English competition in Nantong University. COMPUTER LEVEL Proficient in the operation of Excel, Word and such kind of office software effectively WORKING EXPERIENCE Sept 2024—Feb, 2024 Jiangsu Provincial Publishing House Job title: Interpreter ( part time Job) Mar 2024—Oct, 2024 ZheJiang Yongkang Vehicle CO.,LTD Job title: Senior Merchandiser Responsible for exploring export market, handling the whole project of exporting mini motorcycles, Establishing good business relationship with my foreign customers by e-business, Canton Fair and other channels Handle shipping documents and tax refund of all orders in export department Contracted with 2 new clients successfully after Canton Fair in October SKILL OF WORK n Handling export order with profit and long-term development orientation n Specific goal to sign the contract in my mind by flexible method n Can master knowledge necessary for the position in the shortest time n 1.5 years’ experience to do business with many kinds of people, communicate with foreign clients directly n Handling complicated relationship during business with market orientation n Fluent spoken and written English n No fear of difficulties and painstaking n Glad to travel frequently according to requirement n Glad to commit myself to a full-time team player n Enthusiasm, good communication skill n Skilled in arranging export order with excellent sense of project management n Accuracy in handling details, organized work-habits n Energetic in studying and working, and strong sense of responsibility n Highly-motivated and reliable person with excellent health and pleasant personality. APPLICATION POSITION: Desired Salary: ￥4,000-4,500/Month ,free offer for room and board.

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