# 人力资源助理的英文简历范文

来源：网络 作者：夜色温柔 更新时间：2024-06-28

*Personal Data: Name: Steve Gender: Male Data of Birth: June 11, 1980 Marriage Status: Single Major: Business Admini...*

Personal Data: Name: Steve Gender: Male Data of Birth: June 11, 1980 Marriage Status: Single Major: Business Administration Graduate school: \*\*\*\*\*\*\* University Degree: Bachelor Degree Email: \*\*\*\*\*\*\*\*\*\*\*@jxue.com Phone: (0

10) xxxx-xxxx Fax: (0

10) xxxx-xxxx Address: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* District, Beijing Objective: To obtain a challenging position as a managerial assistant, especially in Human Resource Management Education: 1999.9 - 2024.9 Dept of Business Administration, Undergraduate School of Beijing University bachelor degree 2024.9 -now, Dept of Law, Graduate School of South China Normal University Academic Main Courses: Management of Human Resources Production and Operation Management Strategic Management Quality Management Marketing / International Trade Principles of Management Groundwork of Accounting Economic Law English Skills: Have a good command of both spoken and written English. Computer Abilities: Skilled in use of Windows / Office / Foxpro / Frontpage / Practice: 1999.9 - 2024.9 Assistant in charge of Activity pension of the Communist Youth League. Tutored several students from Greece and India in English for six months. We still keep in touch. Scholarships and Awards: 2024.9-2024.9 Third-class Scholarship Qualifications: Have a passion for management/ international trade/ sales/ promotion. Attachment: Certification of Scholarship Certification of Cet-4

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