

应聘行政助理的原版英文简历 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/131/2021_2022__E5_BA_94_E8_81_98_E8_A1_8C_E6_c96_131755.htm 本文是一份应聘行政助理的原版英文简历，主要包括了两部分内容：工作经验和教育背景。这样的简历适用于那些工作多年的人使用。

ADMINISTRATIVE ASSISTANT(Personnel)Sandy Bin
15/F,TOWARD ,BRIGHT CHINA,BUILDING,BEIJING.WORK
EXPERIENCE9/88-Present THE LAPIS
CORPORATION,Pinesville,LA Personnel Administrative
Assistant Maintained files. Prepared records for off-site storage.
Designed forms for archives. Developed effective space management
plan for on-site records. Improved tracking system resulting in few
lost files. Handled employment verifications and designed forms to
expedite process. 12/84-8/88 GLADE GROVE COLLEGE,Baton
Rouge,LA Records Coordinator for Development Recorded gifts
made to the college. Maintained files. Coder Translated data form
surveys into numerical code for data entry. Edited computer
printouts. Performed quality control. 6/72-12/81 PAISLEY
TELECOMMUNICATIONS,New Orleans,LA "Advantage"
Coordinator (The "Advantage" is an auto dialer.) Tested and
programmed each unit. Schedule site visits and installations. Kept
inventory. Assisted customers with questions and problems.
4/71-5/72 Interviewer Conducted public opinion surveys.
EDUCATION Biltmore College,Dallas,Texas 1972 Associates degree in
Marketing. References are available upon request. Work experience is

emphasized while limited education is de-em-phasized. Clean layout makes resume easy to read. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com