

英文简历：适用于行政助理求职 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__E8_8B_B1_E6_96_87_E7_AE_80_E5_c96_131764.htm 这份求职简历在简单地介绍了自己的情况以后详细描述了自己的工作经验，把曾经做过的工作都一一做了介绍。可以看出这份简历描述的经验主要是行政助理方面的工作。RESUME PERSONAL

DATA Name : Steve Lee Gender : Male Birthdate : May 25, 19xx Birthplace : Harbin Married : No married Phone : (010) xxxx-xxxx Fax : (010) xxxx-xxxx E-mail

: stevelee@jxue.com Address : No.29, Beisanhuan Road, Xicheng District, Beijing 100029, China WORK EXPERIENCE 9/88-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. 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