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https://www.100test.com/kao_ti2020/131/2021_2022__E8_8B_B1_E6_96_87_E7_AE_80_E5_c96_131873.htm RESUME PERSONAL

DATA Name : Junjun Du Gender : Male Birthdate : May 25,

19xx Birthplace : Harbin Married : No married Phone : (8610

) 6201-1234 Fax : (8610) 6201-7895 E-mail

: dujunjun@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