

英文简历：应聘人力资源招聘专员 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_131901.htm A Resume of Junjun Du

No.29 Beisanhuan Road, Xicheng District, Beijing, 100029

ChinaOBJECTIVE To contribute managerial skills to a challenging position as a recruiter. SUMMARY OF QUALIFICATIONS

- Extensive public relations work,dealing with all levels of employment.
- Self-motivated.able to organize,analyze and meet operational deadlines.
- Respond well in high-pressure atmosphere.
- Capable of handing a diversity of responsibilities simultaneously.

EXPERIENCE NORMAN DEPARTMENT STORES,New

London,CT - Manager of Executive Recruitment,6/87-1/94

Oversaw college recruiting process,annual budget \$75,000.Presented campus recruitment workshops. developed internship program.Hired/recruited support and merchandising staff.

Organized senior executive involvement. Received award for overall achievement and outstanding performance in Human

Resources,3/92. - Department Manager,9/85-6/87 Merchandised children ' s clothing and accessories.Analyzed/marketed \$2 million inventory. Coordinated inventory control. Trained/developed staff

of 15 sales associates in customer services skills and selling techniques. Achieved 20% sales increase over one year

period.Chosen manager of the year for excellence in execution of responsibilities,1986. SEINFELD ' S Redding,CT - Selling

Supervisor Trainee,6/85-8/85 Coordinated merchandising and

overall appearance of Men ' s Department.Evaluated sales data.Controlled inventory and placement of incoming merchandise.Executed price revisions. EDUCATION CONNECTICUT COLLEGE, New London, CT B.A., Spanish Modified with Government Studies, May 1987 NOTICE Specific contributions display candidate ' s achievements and problem-solving abilities. Specific dates of employment (month and year) are ideal for candidates with no gaps in work history. 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