

自然科学专业学生应聘行政助理简历 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\\_\\_E8\\_87\\_AA\\_E7\\_84\\_B6\\_E7\\_A7\\_91\\_E5\\_c96\\_131916.htm](https://www.100test.com/kao_ti2020/131/2021_2022__E8_87_AA_E7_84_B6_E7_A7_91_E5_c96_131916.htm) 他有很强的竞争能力，有组织，有纪律，有目标性。有很好的与他人沟通交流的能力.....LEAH NORTHRUP310 Dearborn Street--Chicago, IL 55555

999-555-1212--promoter@email.com

**QUALIFICATIONS** Highly competitive, self starter who is organized, disciplined, and goal oriented. Excellent communication skills demonstrated by ability to work with people of diverse backgrounds. Listen to determine needs of customers before offering a solution. Quickly establish rapport with clients. Experienced in providing written and oral presentations. Resourceful and committed. Versatile and adaptable. Welcome the challenge of solving problems.

**EDUCATION** Western Illinois: University, Macomb, Illinois, 1997 Bachelor of Science Degree

**Computer Experience** WordPerfect. Word. Internet

**RELATED EXPERIENCE** Happy College, Chicago, IL, 2000-Present

Admissions Counselor and Recruiter Handle 14-state territory selling high school guidance counselors, prospective students, and parents on the benefits of obtaining an education at Happy College. Quickly learned how to promote wide variety of product offerings utilizing consultative sales approach. Attend college fairs. Organize and host regional receptions, Devised follow-up system to keep track of students for follow-up. Report quarterly to President of College and Board of Trustees advising on enrollment and improvements in

recruiting methods. In less than an academic year. Contacted 42% more students than predecessor by aggressively penetrating market. Attended 14% more college fairs than predecessor. Brought in 32% more applications for admission. OTHER EXPERIENCE State of Illinois, 1997-2000 Promoted three times in three years. Illinois Department of Public Aid-Child Support Enforcement Paternity Establishment Liaison, Chicago, Illinois, 1999-2000 Expedited high priority referrals, Interviewed clients to discuss problems and arrive at equitable solutions. Selected to participate in Outreach Program, due to knowledge of subject and ability to make presentations Achieved highest pledges and collections for 1999 Other State Positions Held Client Service Administrator, 1998-1999 Governors Legislative Office Assistant to Director of Legislative Affairs, 1997-1998

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](http://www.100test.com)