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Resume(Personnel Administrator) Yun Zhao Apt.8888 8888 Taojin Road Guangzhou 510095 Tel: 8888888888888888 Born: April 23,1970 Height: 178 cm. Weight: 60kg. Birth Place: Yunnan Marital Status: Single Job Objective: To apply experience and education to position In personnel administration in a Sino-American Joint venture. Experience Pertinent To Objective From August 1992 to Present Personnel Manager, Wanbao Electric Appliance Group Company. Responsibilities Include Conducting salary surveys, establishing salary ranges and progression rates for each level, making job evaluation plans , questionnaires, application forms, etc., recruiting new employees, formulating and revising training Programs, initiating and implementing programs to improve and utilize potential of staff members. Education: From September 1990 to July 1992, Majored in Personnel Administration at Guangdong Economic Management Cadre Institute. Special Skills: Fluent English (reading / writing/speaking) Experienced In operation of IBM-PC(0520)microcomputer. References : Upon request 履历表范例(人事主管) 履历表范例(人事主管) 赵云 广州淘金路18888888888号8888888888房 510095 电话：8888888888888888 出生：1970年4月23日 身高：178公分 体重：60公斤 出生地：云南 婚姻状况。未婚 工作目标：在中美合资企业担任人事管理的职务，能够把自己的工作经验及学历运用到工作中去。同工

作目标相关的经历：自1992年8月至今万宝电器集团公司人事经理。工作责任包括：至今进行工资调查、确立工资等级及每级加升率、制定工作评估计划、印制征求意见表和申请表等、招聘新员工、提出并修改培训计划、制定并执行有关提高和利用职员工作能力的计划。学历：自1990年9月至1992年7月在广东省经济管理干部学院主修人事管理专业。特别技能：英语流利（读/写/说）。熟悉IBM-PC（0520）微型计算机的操作。证明人：需要即寄。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