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求职者突出了自己丰富的助理经验，以及英语口语和写作能力。 Jiang Hong Xin Rm. 2, 4F, Sun Tong Plaza, 1368 Huanhai Rd (W)(021) 64335892 Email:

for68@chinaacc.com
OBJECTIVE English assistant position at a multinational company in Shanghai.
EXPERIENCE X X X Co., Ltd., Shanghai 2000-present Executive assistant to head of factory
Responsibilities include prioritizing appointment schedules and travel arrangements for the head of factory, managing confidential files and records, doing English and Japanese interpretation in business talks, and supervising and training clerical staff.
X X X Network, Inc., Shanghai 1998-2000 Executive assistant to vice manager
Responsibilities included scheduling appointments, keeping files, and traveling to Europe to make advance arrangements for client conferences and extensive client contact.
X X X Publishing Company, Shanghai 1995-1998 Office assistant
Responsibilities included word processing, data entry, filing, and sometimes bookkeeping.
EDUCATION X X X Training Center, Shanghai 1999 Completed course of computer typing skills, shorthand, computerized accounts, and manual bookkeeping.
X X X College of Continuing Education, Shanghai 1998 Completed one-year Japanese course
X X X College of Shanghai 1991-1995 Majored in English for Business, Obtained BA
BUSINESS SKILLS Familiar with English

accounting and bookkeeping Fluent in oral and written English
Able to communicate in Japanese Computer skills in Window
XP Typing speed of 80 wpm Good organizational skills
Experience of bilingual interpretation References available on request
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