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助理 ADMINISTRATIVE ASSISTANT(Personnel)Sandy Bin  
15/F,TOWARD ,BRIGHT CHINA,BUILDING,BEIJING.WORK  
EXPERIENCE9/88-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. Work experience is

emphasized while limited education is de-em-phasized. Clean layout  
makes resume easy to read. 100Test 下载频道开通 , 各类考试题

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