

工商管理专业学生英文求职简历-求职面试 PDF转换可能丢失图片或格式，建议阅读原文

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Canyon#8226.760-555-1212 PROFILE Award-winning, multilingual Business Student with extensive professional and entrepreneurial experience. Awarded 2001 Student Leader for exemplar, service in student government. Received 2001 Service Award for outstanding contributions to campus activities. Fluency in English, Spanish, and Portuguese. Technically proficient in MS Word, Excel, and PowerPoint. programming in Visual Basic and HTML. Web design. EXPERIENCE TRANSLATOR, Orange County, California Private Contractor ..... 4/00- Present Team with two secretarial assistants to provide conversation-based translation and mediation services to non-English speaking business owners and employees. Accomplishment: Awarded Hispanic Business Community recognition for assisting immigrants. \ RRMXV, LLC. Santa Ana, California Foreign Currency Trade, Intern ..... 12/01 - 2/02 Handled \$50,000 monthly m trades and investment, specializing in Euros, Dollars, and Yen transactions. investigated trends and issued market reports. Accomplishment: Increased profitability by exploiting Euro-to-Dollar exchange rate fluctuations. \ CHILDRENS LEARNING CENTER, Fullerton, California Founder/Business Manager ..... 6/00-8/01 Established

and operated an educational institution with a start of 20.

Accomplishment: Built revenues through direct student recruitment and cooperative local network. PREMIER LEARNING

ACADEMY, Irvine, California Assistant Business Manager/Spanish

Tutor ..... 12/99 - 3/00 Aided management and coached

students for educational preparation institute. Accomplishment:

Boosted student enrollment. won Employee of the Month Award.

SEDA Y FIBRAS, S.R.L, Hernandarias, Alto Parana, Paraguay

Assistant Business Translator ..... 2/97 - 12/98

Conducted English - Spanish-Portuguese translations of business

document and person-to-person conversations for global textile

exporter EDUCATION & ACTIVITIES CALIFORNIA

COMMUNITY COLLEGE, Irvine, California Business

Administration Major, 2000 - Present 4.00GPA, Presidents List,

Alpha Gamma Sigma, Phi Alpha Mu, Mu Alpha Theta. 2001

Associated Board of Trustees Member. Student Representative to

Academic Senate, Spring 2001. Student Representative to Transfer

Advisory Board, Spring 2001. Student Advisor to Business Club, Fall

2001. 100Test 下载频道开通，各类考试题目直接下载。详细请

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