# 中英文个人简历模板范文(优选9篇)

来源：网络 作者：前尘往事 更新时间：2024-01-15

*中英文个人简历模板范文1Name: xxxSex: FemaleNational: HanDate of birth: June 1983Marital status: unmarriedHeight: 160cmWeight: 49kgR...*

**中英文个人简历模板范文1**

Name: xxx

Sex: Female

National: Han

Date of birth: June 1983

Marital status: unmarried

Height: 160cm

Weight: 49kg

Residence: Hebei Qinhuangdao

Is the location: Fujian, Xiamen

Graduate schools: Xiamen University

Education: Undergraduate

Professional Name: Bio-engineering

Year of Graduation: 20\_

Work experience: more than one year

Job intentions

The nature of jobs: full-time

Job category: sales / procurement / administrative / logistics - Manager, Assistant / Secretary

Job Title: Administrative Assistant, Sales;

Work areas: Xiamen; Shanghai;

Treatment requirements: 20\_-3000 Yuan / month may be negotiable; do not need to provide housing

Reported for duty time:到岗may at any time

Skills expertise

Language Ability: English CET6; Putonghua standard

Computer level:

Educational Background:

Time school qualifications

September 20\_ - July 20\_, Xiamen University undergraduate

Work experience

Company: Kent International (Guangzhou) Co., Ltd.

Time frame: July 20\_ - August 20\_

Company nature: wholly foreign-owned. Foreign Office

Industry: petroleum, chemical industry

To hold office: Administrative / Logistics - Manager, Assistant / Secretary

Job Description: Responsible for client development, maintenance, search for suppliers, handling business documents, arranging schedules, general manager, working seriously and respond to alert

Company 2: Xiamen, Hong-Yan Knitting

Time frame: 20\_ 9 months - November 20\_

Company nature: wholly foreign-owned. Foreign Office

Industry: Textile industry (apparel, footwear, textile products, leather goods)

To hold office: sales - sales representative

Job description: to maintain existing customers, develop new customers, and to assist with the general manager to carry out a single

For additional information

Self-evaluation: cheerful personality, good communication, having peace of mind the work of a conscientious and diligent in thinking, do have a toughness stamina and honest.

Contact:

Phone: xxxxxxxxxxx

Address: xxxxxxxxxxx

Educate training background On September 1, 20\_ to July 1, 20\_ Tienjin college of commerce market marketing bachelor\'s degree Occupation technical ability The

**中英文个人简历模板范文2**

xxx

Female, 26,

Education: bachelor degree

Working years: 5-8 years

Expected salary: negotiable

Working location: guangzhou - there is no limit

Objective: early childhood teachers ta teaching/educational administration personnel | manager assistant/secretary/clerk

Work experience (work for seven years and six months, made 2 job)

Dongguan city changan kindergarten

Working time: since July 20\_ [3 years and 6 months]

Job title: executive

Job content: responsible for the kindergarten garden wang, logistics affairs and archives, kindergarten platform system work well.

Dongguan humen kindergarten

Working time: July 20\_ to July 20\_

Job title: garden help

Education experience

Graduated in December 20\_ South China normal university education management

Dongguan institute of technology, human resources management in school today

Graduated in July 20\_ Jiangmen infant normal school Preschool education

>Professional skills

Word: proficient in experience: 5 years

Excel: skilled experience: 5 years

>Certificate of award

Certificate name: national computer level 1 certificate issued by time: in September 20\_

The name of the certificate: teacher certificate issued by time: in December 20\_

The name of the certificate: preschool teacher certificate issued by time: in October 20\_

The name of the certificate: mandarin level 2 grade a Issued by time: in May 20\_

Qualification certificate of title: director of training certificates of time: in November 20\_

**中英文个人简历模板范文3**

xxx

Sex: male

Date of Birth: July 27,1955

Ways of Communications:

Mobile phone:

E-mail：

Education:

July 1971 graduated from Middle School of Jilin Province of

Sep 1971 entered No. 1 Senior Middle School of Jilin Province of

July 1974 graduated from Senior Middle School of Jilin Province of

Aug 1974 became an ^v^intellectual youth^v^ and began to do farm work in my home village (such was the case for all middle school graduates during the ^v^Cultural Revolution^v^)

March1978 entered English Faculty of Foreign Languages Dept. of Northeast Normal University of through the first college entrance exam after the ^v^Cultural Revolution^v^

Working Experience:

Feb 1982 became a teacher in English Teaching Office of Foreign Languages Dept. of Harbin University of Science and Technology of China; at the same time, working as a part-time translator in Language Translation Center of Heilongjiang Province and many other translation companies, with millions of characters of translation works covering many fields in such languages as English，French，German，Japanese, Chinese，Spanish， Italian，Russian， Arabic，Latin，etc. published both home and abroad.

May 1998 went to Tokyo, Japan, and began to work as a Chinese lecturer at Japanese- Chinese College of Tokyo and some small-scaled Chinese classes in the society. Sometimes, did some translation jobs at home.

Sep 20\_ returned to China and started teaching English at Tsinghua University of Beijing and doing part-time translation jobs for various companies.

Degrees and Qualifications:

BA of Northeastern Normal University of China

May1992 TOEFL, score: 630 (composition score: )

June1994 English Associate Professor of Harbin University of Science and Technology of China

**中英文个人简历模板范文4**

Personal Information

Name:xx: Male Age:38

Education:xx

Mobile: 1381234567

Email：123456@

Mail Address: Room 402, No. 32, Lane 1133, Zhang Yang Road,

Pudong, Shanghai, PRC, 20\_20

Work Experience

Jan 20\_--Oct 20\_. Zell Consulting Co. Ltd, Immigrated and lived in New Zealand. Responsible for trade fairs between New Zealand and PRC.

Aug . US based BEPEX (formerly US Branch of Hosokawa Group). My responsibilities continued coverage in Hosokawa Shanghai Rep Office with Sales consultancy and project management jobs on PRC.

- Be in charge of sales and marketing jobs for Bepex’s SSP technology (including equipment and engineering services). With sales size ranging from million to USD5 million, my clients mainly include Liaoyang Petrochemical Company of CNPC, Wuxi Taiji, Zhangjiagang Junma, Huzhou Unifull and Shanghai Wenlong.

- As project manager, I have been actively involved in the whole project execution process, including the initial technical presentation, technical and commercial contract signing, basic/detail engineering design, installation and process start up, coordination with US engineering department and PRC clients and local engineering company.

Sept 1997--Aug 20\_. Hosokawa Shanghai Representative Office, Representative and Area sales manager

- As the founder of the rep office, I was mainly responsible for daily management and operation of the office.

- In terms of sales, I have been taking care of domestic marketing for Japan, Europe and US based subsidiaries, including, but not limited to,

German based ALPINE, for grinding, classifying and engineering facilities, whose customers scattered over the sectors of pharmaceutical, chemical and mining

US based Hosokawa BEPEX, a subsidiary engaged in SSP technology while its products are used for soft drink bottling and Industrial fiber. That business belongs to petrochemical, polymer and chemical fiber fields.

Jan 1996--Aug 1997, Sales Representative in Automation department with Barco (A Belgium based company) Shanghai Representative Office. My responsibilities included sales and marketing of the computerized monitoring system on textile and pharmaceutical sectors, and cleaner, sensor and electric controller used on textile equipments.

Sept 1990-- Aug 1993. No. 2 Textile Mill of Zibo City,Shandong Province. As the workshop technician, I was mainly responsible for daily operation, facility maintenance works. During that period of time, I have been substantially involved in installation and adjustment of a brand new production line.

Major skills

Rich experiences in sales and engineering project management

Managerial skills in operation of rep offices

Intimate sense in business

Education

Sept 1993--- , Dong Hua University(Formerly known as China Textile University, Master’s degree in Engineering obtained, research subject was using single chip computer to collect and monitor the signals from the process machine.

Sept 1987---Aug 1990. Qingdao University, in Textile Engineering

**中英文个人简历模板范文5**

David SmITh

38 Western Street

Boston, MA 10084

Education

1987-1991 HARVARD UNIVERSITY GRADUATE SCHOOL

OF BUSINESS ADMINISTRATION BOSTON, MA

Candidate for Master in Business Administration degree, June 1999. Member of Management Consulting, Entrepreneurship, High Tech and New Media, and Business of Sports Clubs.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY CAMBRIDGE, MA

Bachelor of Science degree in Mechanical Engineering. GPA . Elected dormitory treasurer ($16,000 budget) and athletic chairman.

experience

1998

CHAINSHINE CONSULTING GROUP NEW YORK, NY

Summer Intern, International Department

Worked with client teams serving major international paper and industrial products manufacturer.

Analyzed product-costing process. Identified opportunities to improve accuracy of product costs by 5%.

Researched and reformulated procurement strategy for primary raw material input with team members. Constructed model demonstrating potential revenue increase of $15million.

Conducted client interviews and led focus groups as part of initial phase of re-engineering initiative.

Participated in two-week training program composed of 15 summer interns.

**中英文个人简历模板范文6**

Andre Norbert

City, State

24th ABC, Boulevard Home: xx

E-mail:

Career Profile:

A highly talented, accomplished and professional SAP B1 Consultant prehend and modify the configuration of softplex XML Schema and Java script

Extensive knomending and responding to issues and questions regarding softpany, Evitable Inc., based in Cuba City, Boulevard

Responsible for providing technical support in case of issues related to SAP Business One, softputer, Boulevard Science college, Boulevard 19XX

Master\'s degree in Information systems, Information Technology Center, Boulevard 19XX

Certificate course in SAP B 1, ABC center, Boulevard 19XX

Reference:

Will be available upon request

**中英文个人简历模板范文7**

Name：Tom

Female, 22,

Education: college

Working lives: fresh graduates

Expected salary: 5000-8000 yuan

Working location: guangzhou - tianhe

Objective: nurse/nursing staff

Work experience (work for 11 months, do 2 job)

Keep on brain hospital

Working hours: between January 20xx and July 20xx [6 months]

Job title: nurse baiyun mountain

Working time: July \*\* to December \*\* 5 months

Job title: nurse

Education experience

Graduated in June 20\_ Meizhou city health nursing vocational and technical school

**中英文个人简历模板范文8**

Annie Smith

69 N. Grant Street, Mid Lake City, California 84301

Email: 500shu

Career Objectives:To gain the position of a Customer Service Billing ^v^ petencies:

Good knoplex billing tasks

Excellent analytical and problem solving skills

Proficient in computer applications like Excel, Word and Outlook

Excellent interpersonal and communication skills

Ability to handle multiple tasks and meet deadlines

Proficient in handling tasks independently as University of California in the year 20xx

Work History:

Organization: CF Engineering Groups, California

Duration: March 20xx till date

Designation: Customer Service Billing ^v^

Responsible for processing the organization billing through a e billing logs

Revieer

Performs filing duties in accordance er Service Billing Head

Lopez Associates Co Inc, California

**中英文个人简历模板范文9**

Richard Anderson

525 B Street

Suite 250

San Diego, CA-92101

twainmrk@

Career Goal

To seek a position of a telecommunication consultant in a company where my skills and abilities can be used.

Academic Background

Achieved certificate in telecommunications consultation from the Michigan University, Michigan in the year of 20\_.

Achieved Bachelors Degree in Fine Arts from St. Paul College, New England in the year of 1998. Special emphasize was given in theater. Technical theater along with administration was other minors.

Obtained Professional Training

Obtained a special training on the technical theater.

Professional Affiliation

Obtained membership from the Telecommunication Consultants Society of New Jersey, New Jersey.

Selected as the president of the Telecommunications Professionals Association, New York.

Known Computer Programming Skills

Known Operating Systems: Windows9X, Windows20\_, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS DOS

Known Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

Known Programming Language: Pascal, Turbo Pascal, C, C++, Java, Java Swing, Python

Professional Excellence Summary

Have in depth knowledge in the respective subject.

Self-motivated, devoted and decisive management personnel.

Have ability in taking up new theories as well as responsibilities.

Professional Background

202\_- Present date: Work as the senior consultant for Sabbath Communications, New York with some of the following responsibilities

Work as the in charge for ventures coping with specification formulating, vendor bids reviewing along with system references.

Produce reports coping with economical cash and analysis along with cost-benefit study.

In charge of inventory as well as facility validations of networks and systems.

Pact with various universities along with governmental agencies with reviews, departmental interviews for analyses and requirements, site surveys and vendor meetings.

20\_- 202\_: Worked as the account executive for the Comet Inc, Washington with some of the following responsibilities

Constantly cover quota.

Provided necessary assistance in some developmental curriculums such as customer service representative program, telemarketing program and consumer training program.

Worked as the in charge for network sales, network services, network facilities as well as territorial management.

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