# 英语个人简历范文200字(合集23篇)

来源：网络 作者：梦中情人 更新时间：2024-01-17

*英语个人简历范文200字1sandy lin 15/f,tower2 ,bright china,building1,beijing.>objectiveto contribute acquired administrative skill...*

**英语个人简历范文200字1**

sandy lin 15/f,tower2 ,bright china,building1,beijing.

>objective

to contribute acquired administrative skills to a senior secretary/word processor position.

>summary of qualifications

xmore than 13 years administrative/clerical experience; type 90 wpm. xself-motivated;able to set effective priorities and implement decisions to achieve immediate and long-term goals and meet operational deadlines.

xproven communication abilities,both oral and written.

>professional experience

1988-present caldyne associates,providence,ri

secretary

process technical reports,engineering specs,and traffic studies utilizing multi-mate all requisite documents for staff of 30 meetings,handle incoming ups mailings,federal express,faxing and courier statistical charts manuscripts,correspondence,and supplies,coordinate daily meetings,arrange luncheons,and administer labor cards.

1984-1988 bristol bank,bristol,ct

secretary/receptionist

utilized call director,typed reports,letters,and expense conference rooms,order for calligraphy assignments.

1981-1984 sargent agency,hamden,ct

secretary

assigned to school of public typing of medical charts used in textbooks for government funded medical program in iran.

>education

pollack secretarial school,jackson,tn 1979

>computer skills

**英语个人简历范文200字2**

①.CVs（个人简历） Personal Data（个人资料）： Name（姓名） Gender（性别） Date of birth（出生年月） Home address（家庭住址） Political landscape（政治面貌） Marital status（婚姻状况） Physical condition（身体状况） Interest（兴趣..。

②.Dear Sir or Madam,I am pleased to see your ad in for a marketing intern. 。 As indicated in my resume1 which is attached to2 this letter, I major in marketing. I also 。

③.CVs（个人简历） Personal Data（个人资料）：Name（姓名）Gender（性别）Date of birth（出生年月）Home address（家庭住址）Political landscape（政治面貌）Marital status（婚姻状况）Physical condition（身体状况）Interest（兴趣） Love..。

④. hualian university so please write a resume in english for your future job 。

**英语个人简历范文200字3**

I am cheerful and enthusiastic, can handle interpersonal relationships well, and can adapt to the new environment better and faster; I am good at observing and paying attention to details; Being strict with myself and being lenient with others is my life motto; Being willing to bear hardships and working hard is my attitude to do things; Being brave in innovation, not afraid of failure, and never giving up is my friend\'s evaluation; I have a strong learning ability, and like specialized research. The greater the pressure, the greater the motivation. The important thing is that I have a good team spirit.

I have a strong interest in computer and English learning, and can skillfully consult English reference books, use computers and apply network resources. I also actively participate in various school activities and social practice, and never miss any opportunity to exercise myself.

I have been looking forward to your company. I hope I can have the opportunity to be your colleague. I will definitely put the interests of the company first and contribute my own strength to the company.

扩展资料：

翻译：本人性格开朗热情，能够很好的处理人际关系,可以更好更快地适应新的环境。我善于观察，注意细节，严于律己，宽以待人是我的人生座右铭，乐于吃苦，埋头苦干是我做事的态度，勇于创新，不怕失败，永不服输是朋友对我的评价，本人学习能力极强，喜欢专研，压力越大动力就越大。重要的是我具有良好的团队精神。

本人性格开朗热情，能够很好的处理人际关系,可以更好更快地适应新的环境;我善于观察，注意细节，严于律己，宽以待人是我的人生座右铭。乐于吃苦，埋头苦干是我做事的态度，勇于创新，不怕失败，永不服输是朋友对我的评价，本人学习能力极强，喜欢专研，压力越大动力就越大。重要的是我具有良好的团队精神。

我一直向往着贵公司，我希望自己能够有机会成为大家的同事，我一定把公司利益放在首位，为公司贡献自己的力量。

**英语个人简历范文200字4**

CVs（个人简历）

Personal Data（个人资料）：

Name（姓名）

Gender（性别）

Date of birth（出生年月）

Home address（家庭住址）

Political landscape（政治面貌）

Marital status（婚姻状况）

Physical condition（身体状况）

Interest（兴趣）

Love（爱好）

Character（性格）

Academic content（学业有关内容）:

Their schools（就读学校）

By specialties（学位）

Degree（所学专业）

Foreign languages（外语）

computer master degree（及计算机掌握程度）

I experienced（本人经历）:

Received honorary（所获荣誉）：

I Features（本人特长）:

PS：个人简历应该浓缩大学生活或研究生生活的精华部分，要写得简洁精练，切忌拖泥带水。个人简历后面，可以附上个人获奖证明，如三好学生、优秀学生干部证书的复印件，外语四、六级证书的复印件以及驾驶执照的复印件，这些复印件能够给用人单位留下深刻的印象。

**英语个人简历范文200字5**

Name:

Gender:

Date of Birth:

Citizenship:

Major:

>Objective

Assistant of your office or the manager; Interpreter of company or organization which concerns international business; College or vocational university‘s teacher.

Education Background

September 20\_ to July 20\_, Shandong University of Architecture Main Skills

>About English

Have past the Test for English Major 4; fluent oral English, and good pronunciation.

Major target: ESP of technology, esp. architecture and real estate, and also international business.

About GermanAbout Chinese

Have got the Certificate of Chinese, the score is

>About Computer

Have a good command of computer, knowing the basic maintain of hardware and software;

Good sense of Visual Foxpro in web page design, and had mastered the MACROMEDIA, which including Dreamweaver,Flash and Firework.

Skilled in Microsoft Office, including FrontPage.

>Work Experience

Have part time job in Shanghai Yaru Consulting during 202\_ and 20\_ summer holiday.

Did the market research for Shandong Shiguang Boiler (shanghai branch) in shanghai.

Experiences on be a tutor of junior, senior middle school students and college students.

Many times of doing promotion sales for stores during the campus life.

ActivitiesFrom 202\_ to 20\_, be the minister of the Network Department and Publicity Department of the Students Union.

>Awards & Honors

In the year of 202\_, awarded the ^v^Model student stuff ^v^prize of our school.

In the year of 202\_, won the third level scholarship of our school.

In the year of 20\_, won the ^v^Excellent Student^v^ prize of our school.

>Interests

Have intensive interest in traveling, photographing; Reading, business, economy and computer.

SelfEvaluation

Strong sense of responsibility, good spirit of teamwork. Can learn new things well in short time.

**英语个人简历范文200字6**

Name: wykw

Gender: Male

Ethnicity: Han

Health Condition: E\_\_cellent

Date of Birth: May 15，1990

Political Standing: Youth Member of Communist Party

Height: 176 cm

Specialization: Computer Science

Graduating School: Chinese Computer Science University E\_\_tension

Degree Granted: Associates

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address：Wenzhou,Zhejiang

Zip Code: 325600

Email:yjbys@

Personal Qualification:

E\_\_cellent skills in specialization; wide hobby range; passionate in computer， music， entertainment; outgoing， confident， easy going， positive， honest， strong sense of responsibility， and enthusiastic

Education and Work E\_\_perience:

- July 20\_， Graduated with an Associates Degree in Computer Science from Chinese Computer Science University E\_\_tension

- April 20\_ to March 20\_， Technician of \_\_\_\_ \_\_\_\_ Mechanical and Electrical Ltd

- Oct 20\_， Appointment to the Assistant Engineer and the Buyer for computer related equipments

Personal Skills:

- Familiar business management orientation and office equipment procurement

- E\_\_cellent skills in AUTO CAD、Adobe Photoshop、CAPP、OFFICE related computer applications

- E\_\_cellent skills in ERP related application and Lotus Notes(OA)operating system

– Good at mechanical drawing， material input， material establishment and material management;

- Master in various operating systems such as WIN \_\_P、7、8，installation on computer application and software， hardware such as printer， copier， scanner， digital camera

Career Objective:

Positions in Management， Marketing， and IT

Believe in your choice and trust in your instinct， I will strive for e\_\_cellence with you and start new era.

**英语个人简历范文200字7**

>overview

name: xxx sex: female national: han political features: members academic qualifications (degree): undergraduate profession: accounting contact tel: 12345678 mobile: 13xxxx1111 contact address: dongcheng district, beijing on the 10th street xx post code: 100007 email address:

>educational background

graduate institutions: beijing financial institute - accounting

>business and special

x title assistant accountant, familiar with the national financial system and related policies and regulations x level 6 in english, familiar with a variety of english business letter writing format x proficiency in basic computer knowledge and proficiency in the use of powerbuilder, sql language, foxpro, powerpoint, office97, foxbase such as computer software applications and development, and has good knowledge and skills of computer networks x a quick mind, steady character, a strong sense of responsibility, a strong team spirit

>work experience

group has xx --- cashier, accounting x cost of materials is responsible for industrial enterprises, accounting for sales transactions accounts, accounts receivable, accounts payable accounting, the accounting of sales indicators, statistical x assist in charge of accounting for other day-to-day work, cash management

--- xx assistant accounting technology co., ltd. responsible for branch offices and headquarters by wire transfer of funds between the work / complete the journal of the log-in and processing / handling per month and between the bank of china on the billing / general ledger timely delivery in accordance with the preparation of tax statements

>i character

cheerful, modest, self-discipline, self-confidence (based on the persons circumstances).

another: the most important thing is the ability, i believe that your company will feel that i am a suitable candidate for this position!

look forward to working with your interviews!

**英语个人简历范文200字8**

姓名：xxx

性别：男

民族：汉族

出生年月：x年x月

婚姻状况：未婚

身高：168cm

体重：55kg

户籍：xxx

现所在地：xxx

毕业学校：xx师范学院

学历：本科

专业名称：xxx

毕业年份：20xx年

工作经验：三个月(实习)

求职意向

职位性质：全职

职位类别：教师-小学教师

职位名称：小学教师；

工作地区：x市区；x区；x区

待遇要求：20\_-3000元/月可面议；不需要提供住房

到职时间：可随时到岗

技能专长

语言能力：英语四级；普通话标准

电脑水平：通过全国计算机等级考试一级，熟练掌握各类办公软件

教育背景：

时间：20xx年9月-20xx年7月

所在学校：x师范学院

学历：本科

工作经历

所在公司：x

时间范围：20xx年9月-20xx年11月

公司性质：事业单位

所属行业：教育、培训、科研院所

担任职位：教师-小学教师

工作描述：20xx年9月至11月在xx市实验小学实习，期间在四年级实习班主任和语文教师，获得了一定的教学经验，深受指导老师、领导和学生家长的好评。

自我评价：

我的优点——进取，不忘脚踏实地!我的资本——年轻，具有很强的可塑性!城然，即将毕业，缺乏工作经验是我的不足，但我拥有饱满的热情以及敬业精神。

**英语个人简历范文200字9**

Name: Zhu Di-Wen English Name : Steven Chu

Personal Data:

Se\_\_: male Age:34 Height: 172 cm Weight: 58kg Blood Type: AB

Marital Status : Single, Native Place: Suzhou, Jiangsu, China

Email:tomatossh@. Mobil Phone: \_\_

Educational Background

Major: International Trade

Graduate school: Shanghai Foreign Trade Institute

Education:

Nanjing Normal University Majored English Language

Shanghai Foreign Trade Institute Majored International Trade

Academic Main Courses:

Management/Marketing/International Trade, Import/E\_\_port Business, Foreign Trade English, Computer Skill and so on

English Skills:

Have a good command of both spoken and written .

Computer Abilities:

Skilled in use of Windows / Office \_\_P.

Self Assessment:

Good professional skills. team work spirit. high liability and attribution. nice characters. self-motivated, respond well in high-pressure atmosphere. energetic, adaptable and able man, cooperative and honest to others.

Employment E\_\_perience :

1993/2--1997/12 worked in St. Mila Co., (Russia), sold leather coats in Russian market and lived in Moscow city.

1998/2-20\_/10 worked in Masterstaff Travel Co., (Russia), managed overseas Chinese traveling.

20\_/2-20\_/12 worked in Alfa Group Co., (Russia), in charge of hotel service for overseas Chinese lives.

202\_/11-20\_/2 worked Dongguan Jinfeng Electric Co., managed e\_\_porting business.

Position Wanted:

To obtain a challenging position as a sales manager for overseas market.

**英语个人简历范文200字10**

RICHARDANDERSON

1234,West67Street,

Carlisle,MA01741,

(123)-4567890.

OBJECTIVE:

SeekingapositionasanAccountingAssistantwheree\_\_tensivee\_\_.

CAREERPROFILE:

Detail-oriented,\_\_tensivee\_\_.

P,.

E\_\_.

Highlytrustworthy,discreetandethical.

R,effectiveatmulti-tasking.

E\_\_PERIENCE:

GlenDaraConstructionCo.,Cambridge,MA20\_-Present

AccountingAssistant

P\_\_penses.

M,.

MBudgets,Forecasting,Payroll,AccountsPayableandReceivable.

P\_\_returnsforaudit.

C+employees.

Liasedwithbankers,.

**英语个人简历范文200字11**

Name:\_\_\_\_\_\_

Gender: Male

Age:

Education:Master in Engineering

Mobile: Email:

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

Pudong, Shanghai, PRC, 20\_20

Work E\_\_perience

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 BEPE\_\_ (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 Bepe\_\_’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, Wu\_\_i Taiji, Zhangjiagang Junma, Huzhou Unifull and Shanghai Wenlong.

As project manager, I have been actively involved in the whole project e\_\_ecution 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 1997Aug 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

**英语个人简历范文200字12**

wykw

Male, 24,

Education: bachelor degree

Working lives: fresh graduates

E\_\_pected salary: 5000-8000 yuan

Working location: guangzhou - there is no limit

Objective: the communication/network/computer

Strong learning ability A strong sense of responsibility Sunshine is bright The good faith integrity Be good at innovation

Education e\_\_perience

Graduated in June 20\_ Guangdong \_\_\_\_ \_\_\_\_ college marketing teachers college

Self description

I am a fresh graduate, actively participate in various group activities in school and also had a debating competition runner-up, and because the major is marketing and e-commerce, starting from the sophomore, use after school time opened their own taobao shop, between the two have some electric business e\_\_perience, is mainly due to the interest in network marketing and promotion of this aspect. Treat serious and responsible work, good at communication, strong team spirit, enthusiasm and cheerful, self-motivated, good at learning, can improve their ability and comprehensive quality, hoping to get the job, I will with abundant energy and assiduous spirit of hard work, stability to improve their ability to work.

**英语个人简历范文200字13**

name:

email:

tel:

>Profile

Enthusiastic, resourceful, and trainable recent graduate with academic background in communications and internship experience as Communications\' Program teachers\' assistant.

Offer old-fashioned work-ethic and excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout high school and college years.

Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.

Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

>Education

Bachelor of Arts in Communications, . Post University, Greenvale, NY May, xxxx

Courses included Introduction to Public Relations, Message Criticism, Advanced Public Speaking, Interpersonal Communications, Organizational Communication, and Persuasion.

>Internship Experience

Teachers\' Assistant . Post University, Greenvale NY Spring, xxxx

Assisted professors in planning, teaching, and record-keeping for forty-two students in two Communications classes: Interpersonal Communication and Group Interaction and Discussion.

**英语个人简历范文200字14**

近年来，越来越多的学生在大学毕业后选择进入商业领域，而不是教学领域。这已经成为一种趋势。毕业生们在找工作时宁愿做商人，也不愿当老师。为什么？

首先，众所周知，商业是一个充满风险和竞争的非常具有挑战性的领域，而教学是一个稳定的职业，风险很小。你在商业领域比在教学领域获得更高的报酬是合理的。所以许多学生倾向于毕业后短时间内申请高薪工作。

其次，与在学校教书相比，做生意意味着一个开始职业生涯的过程，所以它更令人兴奋和富有挑战性。一些毕业生认为教英语字母表中第九个字母很无聊。他们宁愿为自己的理想冒险。他们想挑战自我，过充满活力的生活。此外，他们可以赚很多钱，享受自己事业的成就。相反，教学生活更加平静和规律。

一句话，教学是稳定的，但报酬少，做一名商业人员意味着更高的报酬或更快的晋升，但更多的风险。你会选择哪一个？这取决于你自己。

**英语个人简历范文200字15**

NAME:

Email

>Education

Columbia University, Teachers College New York, .

Master of the Arts, Organizational Psychology February 20xx

Focus of Study: Leadership and management development; clinical, counseling, and personality psychology in relation to employee development; performance management; job analysis and classification; competency modeling; and persity in the workplace.

Research Assistant: §Diversity in the Workplace¨ (worked with . students on data analysis)

Boston College Chestnut Hill, .

Bachelor of the Arts, English Composition, Cum Laude May 20xx

English Department Honors (top 2%)

University of Richmond London, England

Study Abroad Program (academic scholarship) September 20xx - January 20xx

University of Bourgogne Dijon, France

Study Abroad Program (academic scholarship) June - August 20xx

>Experience

Metropolitan Transit Authority, New York City Transit Brooklyn, .

Analyst, Personnel Testing, Selection, & Classification, Human Resources March 20xx - present

Conduct interview- and observation-based job analyses and write comprehensive job analysis reports for highly technical trade positions (., Mechanical Engineer)

Observe tasks performed, working conditions, performance standards, and other relevant information

Analyze this information in order to determine the required knowledge, skills, and abilities

Based on this information, write current and accurate job descriptions, design valid and non-discriminatory Civil Service examinations, analyze the efficiency of the current organizational structure and recommend job design changes, and provide

**英语个人简历范文200字16**

Name:\_\_\_\_\_\_Dateofbirth:date

Se\_\_:Height:1,60mMaritalstatus:

National:IDNumber:

Account:theplaceoforigin:

Wherethecompanyis:

PersonalSummary:studious,,helpfulness,,dedication,,theabilitytowork,andworkseriously.

H:college

Graduateschool:TheProfessional:

Certificate:,IntermediateAccounting,ComputerIntermediateCertificate

Worke\_\_perience:

ContactAddress:

ContactTel:

Theabilitytoworkande\_\_pertise:

I,,\_\_perience.

Self-evaluation:

P\_\_\_\_perience,I\_\_perience,,goodwithpeople,teamworkandstrong,!L-to-face!!

**英语个人简历范文200字17**

Room:

Building:

Email:

>Objective

To obtain a challenging position as a softation,Graduate School of Tsinghua University,.

Automation,Beijing Insititute of Technology,.

Academic Main Courses

>Mathematics

Advanced Mathematics Probability and Statistics Linear Algebra

Engineering Mathematics Numerical Algorithm Operational Algorithm

Functional Analysis Linear and Nonlinear Programming

>Electronics and Computer

Circuit Principal Data Structures Digital Electronics

Artificial Intelligence Computer Local Area Netputer Abilitees

Skilledin use of MS Frontpage, Win 95/NT, Sun, javabeans, HTML, CGI, , Perl, Visual Interdev,Distributed Objects, CORBA, C, C++, Project 98, Office 20xx, RationalRequisitePro, Process,Pascal, PL/I and SQL softmand of both spoken and mon sense.

**英语个人简历范文200字18**

Honest is something very important in the present society This is not good That is not the end Then you will become a person only telling lies How terrible! Although sometimes to be honest may make you suffer little losses, mostly are some insignificant losses Besides, if you always lie to others, they will do the same to you Trust can make things totally different

**英语个人简历范文200字19**

Name:\_\_\_\_\_\_

Address:

Tel:

SUMMARYOFQUALIFICATIONS

O,\_\_perience.

C:Lotus1-2-3,Ta\_\_wareSystems,IBMPC,andMicrosoftword.

ProficientinSFrench.

Self-motivated;-

EDUCATION

UNIVERSITYOFVIRGINIA,Charlottesville,VA

UNIVERSITYOFMADRID

GraduateSchoolofSpanishLiterature,1982

UNIVERSITYOFRICHMOND,Richmond,VA

Bachelorofarts,arts,modernlanguages,

PROFESSIONALE\_\_PERIENCE

20\_-presentKENDALLMANAGEMENTGROUP,Richmond,VA

Controller

StaffAccountant

Prepareinpidual,corporate,.

1983-20\_ASHLANDAUTHORITY,Ashland,VA

AssistantTerminalAgent

F\'squalifications.

**英语个人简历范文200字20**

Name:

sex don\'t: male

People family: the han nationality date of birth: on March 28,

Telephone number: marriage status:

Body high: 168 cm body weight: 56 kg

Education experience

Graduate school: liaoning engineering technology university calendar: bachelor degree

Professional name: electrical automation measurement and control technology and instrument graduation year: 20xx

Work experience: four years the highest title:

Job objective

Position properties: the whole job

Job category: energy/power/electrical technology

Engineering/mechanical/mould

other

Position title: technicians, engineers,

Work areas: fujian - fuzhou city;

Salary: 3000-4000 yuan/month can be negotiated; Does not need to provide housing

Starting time: may at any time to work

Skill expertise

Language: English;

Computer level: the national associate constructor card (electrical and mechanical engineering)

Driving license C1 card

Work experience

Company: xiamen cernet special electronic co., LTD

Time range: in September 20xx

The company properties: private/private company

Subordinate industry: electronics, microelectronics technology

Position: product keeper

**英语个人简历范文200字21**

Personal Information:

Famlily Name:

Name: Bin

Date of Birth: July 12, 20xx Birth Place: Beijing

Sex: Male Marital Status: Unmarried

Telephone: Pager: 1234567

E-mail:

Work Experience:

Nov. 20xx- present CCIDE Inc, as a director of software development and web publishing .Organized and attended trade shows (Comdex 99) .

Summer of 20xx BIT Companyas a technican ,designed various web sites . Designed and maintained the web site of our pision independently from s electing suitable materials, content editing to designing web page by FrontPage, Photoshop and Java as well ;

Education:

20xx - August 20xx Automation,Tsinghua University, .

Achievements & Activities:

President and Founder of the Costumer Committee

Established the organization as a member of BIT

President of Communications for the Marketing Association

Representative in the Student Association

Computer Abilities:

Skilled in use of MS Frontpage, Win 95/NT, Sun, Javabeans, HTML, CGI, JavaScript, Perl, Visual Interdev, Distributed Objects, CORBA, C, C++, Project 98, Office 97, Rational RequisitePro, Process,Pascal, PL/I and SQL software

English Skills :

Have a good command of both spoken and written English .Past CET-6, TOEFL:623;GRE: 2213

Others :

Aggressive, independent and be able to work under a dynamic environment . Have coordination skills, teamwork spirit. Studious na ture and dedication are my greatest strengths.

**英语个人简历范文200字22**

The introduction of myself

Fidel Michaels60 W. 12th Street,New York, NY 10011212-229-5193Title: MBA Finance with more than seven years of experience with handling of mutual funds and trading in primary marketCareer ObjectiveSeeking a challenging and rewarding position with a financial service company engaged in managing mutual funds and other SummaryCognizant with all laws, regulations, and standard operating procedures related to the financial worldExcellent integrity, interpersonal, and time management skillsFine team player, diplomacy, organization, professional management, and diplomacyEmployment HighlightsFinance Manager with Secura Investments, New York, NY from 20\_ till date, where the responsibilities involve:Making arrangements for medium and long term finance for new companies and those established companies seeking to expand or persify their businessManaging the portfolios of retail clients

EDUCATION 1987 V 1990 Indiana University / Purdue University Indianapolis, Marketing and Human Resources AdministrationAmerican Council of Exercise (ACE) certified personal trainer for 17 FURNISHED UPON REQUEST

**英语个人简历范文200字23**

Name：

Gender：Female

Date of Birth：August 23th,1970

Martial Status：Married

Email：

Address：, Beisanhuan Road, \_\_icheng District, Beijing 10029, China

STRENGTH

Logistics e\_\_pert in planning, purchasing and distribution.

My special knowledge in logistics field covers logistics planning, logistics system development, warehousing, transportation, etc.

Supplying chain management, investment project handling, ISO9000 certification, import and e\_\_port business.

based on long-term management e\_\_perience, be able to lead a project team to settle any difficulties with efficient communication and sincere cooperation.

WORK E\_\_PERIENCE

07/1999 - 12/20\_\_\_\_\_\_\_\_\_ China

Logistics Manager

Monitoring and improving national supply chain performance through designing, implementing and analyzing KPI (from totally new design to implementation throughout the company, including inventory turnover, backorder ratio, supply availability, sales forecast reliability, warehouse utilization and other related measurements.

Taking a lead in countrywide inventory optimization project.

Taking a lead in T&A products purchase, inventory, and distribution planning and logistics operations implementation.

Cooperating with The Third Party Logistics Service provider to continuously improve the warehousing and transport efficiency.

01/1998- 07/1999\_\_\_\_ Shanghai

Manager of Logistics

Established purchase, production and sales logistics processes based IT system.

In charge of daily logistics operation.

In charge of forwarders management and bonded warehousing management.

Struggled in optimize the inventory on the supply chain.

Cooperated with production dept. to made MRS and BOM.

08/1993 - 01/1998\_\_\_\_\_\_ Co. Beijing

Logistics Supervisor

In charge of import contracts and orders management.

In charge of bonded warehousing management.

Supervised the performance of freight forwarders and carriers based on cost, delivery and service quality.

In charge of international and domestic purchasing and transportation.

Processed all the customs-office-related issues.

EDUCATION

07/1998Beijing University \_\_\_\_\_\_ MBA

01/06/1993\_\_\_\_ Trade InstituteInternational Trade Bachelor

LANGUAGE

Be able to communicate efficiently with colleagues and customers in fluent English, whatever in Written, Spoken, Reading or Listening.

COMPUTER

Computer software e\_\_pert in E\_\_cel and Access. Familiar with systems like BPCS, SCALA and related.

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！