# 关于英文简历市场助理MARKETINGASSISTANT(精)(2篇)

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*关于英文简历市场助理MARKETINGASSISTANT(精)一简历模板质量经理英文简历模板name: mr. g gender: malewedlock: married nation: hanresidence: jiangxi-gan...*

**关于英文简历市场助理MARKETINGASSISTANT(精)一**

简历模板

质量经理英文简历模板

name: mr. g gender: male

wedlock: married nation: han

residence: jiangxi-ganzhou age: 39

location: jiangsu-nanjing height: 165cm

target locations: shanghai、 zhejiang、 jiangxi、 jiangsu、 hubei

target positions: quality/safety management-qa/qc manager/supervisor

management-branch manager/director

management-department director

industry/factories-quality control manager/director

target jobs: qa manager/director、 sqe manager/director、 qm/system manager

education

20\_-03 ~ 20\_-06 shen zhen university business management bachelor degree

1996-09 ~ 1999-07 xinyu college english junior college

1993-09 ~ 1996-07 ningdu high school arts high school

training

20\_-03 ~ 20\_-03 bvqi（guangdong） co.，ltd iso/ts16949:20\_ internal auditor training internal auditor

20\_-04 ~ 20\_-04 tuv rheinland （guangdong） ltd iso14001:20\_ internal auditor training internal auditor

20\_-09 ~ 20\_-12 c&k consultancy six sigma green belt

20\_-03 ~ 20\_-06 c&k consultancy lean manufacture course-completion certificate

20\_-05 ~ 20\_-05 tuv rheinland （guangdong） ltd iso9001:202\_ internal auditor training internal auditor

work experience14 years 0 months work experience,and served on 3 companies.

【you are not full member,please contact us.】 （20\_-06 ~ present）

company type: joint venture company category: electrical,micro-electronics

job title: quality manager positions: branch manager/director

job description: 1. establish,maintain and improve qms（including gjb9001b-20\_），ehs & ems（include rohs &gp）& product certificate（e.g.: 3c, ul,ce,jis,csa,tuv etc.） and its documentations, education and training of quality and engineering tools/methods/demands/standards in production,quality and engineering. administer the central document control ，lab and calibration activities.

e the quality of material,npi,processes and aftersales,monitor daily operation quality status,harmonize each department to resolve process quality issue in time,lead the special quality case improvement,direct and monitor my subordinates work plan,working status,kpi performance and evaluation;

top managemet to set company goals/targets, guide and monitor all departments to set,implement,do statistic analysis their objectives and its kaizen activities（such as yield rate, equipment utilization rate,oay,lar,etc） ；

ze supplier,internal,customer and 3rd parts audit on iso system,process and product,and report its performance to top managerment,communicate on the matter with external parties such as government, customers（e.g.: airbus, cast, zhenhua electronics group,osram,ge, gm, volkswagen,motorola,lenovo, zte, tianyu, huawei, samsung ， sony,panasonic,etc.）and certification organization（e.g.: sgs,tuv,bvqi,cqc）。

,implement and upgrade quality team,team work,milestone,cost down,quality management （including dqe,lab test,sqe,iqe,pqe,oqa,8d,supplier management,ie,pe,npi），data statistic analysis,project management,lean production,production plan,logistics management,damic,based on the demands and standards of client, international organization and company.

the main customers project and oem project manangement.

direct, coach and motivate our staffs and suppliers how to achieve effectively our objective and growth.

perform other duties

achievements:

1、 have qc080000:20\_ certificated by sgs and iso9001:2000certificated by bvqi in mar,20\_, iso14001:20\_ certificated by sqc in sept.，20\_,iso/ts16949:20\_ certificated by bvqi in nov.， guide three suppliers to have iso/ts16949:20\_（issued by bvqi）/iso14001:20\_ and qc080000（issued by tuv） certificated.

and organize the performance excellence evaluation. in nov 20\_,direct our company to have gb/t\*\*\*certificated by district government review team and got rmb200 thousand district mayor reward.

our staffs and suppliers to master and apply the knowledge of apqp/ppap/fmea/spc/msa,tqm,6σ，7s,qc tools and qe&ie&pe improving. and from oct. 20\_ to now, we decrease iqc lrr from 15% to 2.5%，save material cost 17%，decrease claims from 22pcs to 3pcs monthly ， failure quality cost from rmb300000 to rmb10000 below monthly,fqc defect ratio from 4600ppm to 1000ppm and increase total profit 30% per year.

reason for leaving: contract will be on term and looking for better development

【you are not full member,please contact us.】 （20\_-12 ~ 20\_-06）

company type: multinational enterprise company category: machine-building,machine,heavy industry

job title: quality manager positions: qa/qc manager/supervisor

job description: ish,maintain and improve qms & ems and review their accordance with iso9001,qs9000,ts16949 & iso14001 standards. and possess the iso9000/qs9000/tso14001/ts16949 internal auditor certificates.

the performance of the quality issue, qms & ems and deal with the matter with external parties.

charge of cost down, quality control, quality assurance, continual improvement and audits: internal audit, supplier audit, customer audit and 3rd party audit.

ster the central document control and calibration activities and guide to establish the procedures document ，sop and sip.

5、 plan and consummate qm team and coach how to apply apqp, ppap, fmea,spc, msa,tqm, 6σ，qcc, qc tools and qe improving 。

achievements:

20\_ ts16949:20\_ certificated by bvqi and 3 times surveillance audit of iso9001:202\_（bvqi certificated） and of iso14001:20\_（tuv certificated）；

d the claim from 20 issues to 3 issues and cost down from rmb150000 yuan to rmb20000yuan per month after five month hard working（20\_.5~12），increase the profit 42%， company scale and qm team have been double developed in 20\_.

reason for leaving: have better development and working environment

【you are not full member,please contact us.】 （1999-07 ~ 20\_-11）

company type: foreign enterprise company category: electrical,micro-electronics

job title: from sqe to qa supervisor positions: qa/qc manager/supervisor

job description: 1999/07—20\_/10 act as sqe and in charge of iqc, the main job as follow:

ish sip,coach,arrange and monitor iqc to inspect hardware,plastic and electronic components,review the iqc reports, check on iqc work attendance and performance;

m, primary analyze, feedback and assist supplier to review and improve the material quality issue occurred in iqc and our process,besides,handle the defective material and trace the validity on the corrective action.

y the monthly iqc quality report such as lrr, dppm in process, and do analysis, improvement and track on the top three defect items.

ish, develop, implement and improve supplier quality assurance, policies, goals, objectives, management process, and procedures including supplier assessment, qualification, certification and qdc performance;

ing to our development strategy, quality plans and performance targets, co-work with the relative unit （buyer, engineer and other business） to provide supplier quality team with scheduled or timely communication, training, and support in qms & ems（eg. iso9001/ts16949/iso14001/rohs/gp）， management requirements and expectations, quality issues solution, continuous technical improvement activities ， so that the vendors can drive high performance and adequate supply of the qualified parts, material and service;

in the corporate approved vendors list, qualify new supplier or sub-contractor and organize annual key supplier audit with purchasing and engineering in order to ensure vendors’ compliance to procedures and completion of any outstanding items previously identified.

sible for identifying, clarifying and correlating the critical specifications and procedures in manufacturing and test processes with supplier, requesting quality reports or records, and approving fai and ppap for new or modified items from supplier.

ed in mrb disposition, call on the supplier quality review/improvement meeting and perform other duties as required.

20\_/10—20\_/11 act as qa supervisor,the main job as follows:

ish,maintain and improve qms,ehs & ems relating to iso9001/ qs9000/iso14001 standards. 。make up the procedures documents,sop and sip.

ng our staffs and suppliers to apply apqp,ppap,fmea,spc,msa,tqm,6σ，6s,qcc and qc tools to monitor, analyse and improve the process ability.

3、 in charge of supplier management,iqe,ipqe,oqa,new product apqp,quality audit and customer service（8d）

achievements:

our company to gain iso14001 certificate issued by tuv in dec,1999 and qs9000 certificate issued by bvqi in july,20\_;

2、 assist four vendors obtaining the certificates of iso9001/qs9000/iso\*\*\*issued by bvqi or afaq;

the qualification of service to the following international groups:ford,gm,higer,sony,fujifilm,panasonic/ national, philips, liteon, china machinery corp, matic etc.

se iqc lrr from 17.5% to 1.2%，reduce the material cost 7%，control cpk≥1.33 and the process defect ratio≤0.3%，keep the claim ratio under 0.1%，the profit above 35% ，the employee from 600 to 1300,qe team from 2 to 6 staffs.

reason for leaving: go home for education exam

project experience

total 3 project experience （20\_-12 ~ 20\_-10）

job title: ci director

project description: \*\*\*:projects management of new products and its apqp management

software environment: erp

development tools: apqp,doe,spc

project description: one year from june 20\_ to june 20\_ to achieve mass production of 5 types of pesd.

8 months from may 20\_ to dec 20\_ to achieve mass production of 6 types of chipfuse.

oct 20\_ to dec 20\_ to achieve mass production of camera module,solar cell module,led lighting,etc.

responsibility: design and development review,verification and validation to new products and establish its apqp,kept them running and continual improvement.

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\*\*\*:establish new iso system for 7 times

software environment: erp

project description: 3 months to build iso/ts16949:20\_ from mar 20\_ to may 20\_;

3 months to build ohsas18000 from aug 20\_ to oct 20\_;

2 months to build qc080000:20\_ from mar 20\_ to may 20\_;

3 months from sep to nov 20\_ to build iso/ts16949:20\_;

3 months from oct to dec 20\_ to build so9001:20\_;

one month in june 20\_ to certificate iso17025;

2 months from june to july 20\_ to build national military standard gjb9001b-20\_;

responsibility: build new iso system documents and its training,certification,maintainance and improvement.

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\*\*\*:upgraded the iso management system for 3 times

software environment: erp

development tools: apqp,fmea,spc,msa,ppap,doe

project description: one month in dec 20\_ to upgrade iso9001 from version 1994 to 202\_;

one month in may 20\_ to upgrade iso14001 from version 1996 to 20\_;

3、 spent one month in dec 20\_ to upgrade ts16949 from version 20\_ to 20\_;

responsibility: iso system and its documents training,certification,maintainance and improvement.

responsibility: refer to above project description.

special skills

professional title: tqm&lean production&ace

computer level: junior

computer skills: ully apply office 202\_ to build the form and do statistical analysis and photoshop7.0 to edit the photos.

applying auto cad to layout the product.

ully apply the statistical soft such as spcc,minitab to do statistical analysis and continuous improvement.

strengths: 1.13+ years experience of mnc operation and tqm,so gain rich abilities or skills in communication, leadership, damic, team building, teamwork, target value, overall performance audit,cost down,claim disposure,data statistic and analysis,project management,lean production, production plan,logistics management,customer and supplier relation management.

qms（iso9001/gjb9001/vda6.1/qs9000/ts16949/tl9000）/ehs/ems（iso14001/qc080000/rohs/gp） and such product certification as ul/3c/ce/iec/tuv/csa/jis,and master,coach and apply iso,apqp,ppap,fmea,spc,msa,tqm,qcc,6σ，lean manufacture,qc tools and qe&ie&pe improving.

years project management on new products（led lamp&lighting,camera module,solar cell & its module,pesd and chip fuse,assure to meet or exceed customer needs,expectations and timing plan at valued cost according to my product quality planning timing chart for these 5 phases of concept initiation/approval, program approval, prototype, pilot, launch and such 6 processes as plan & define program, product & process design and development review, product & process design and development verification, product & process validation, feedback assessment and corrective action by apqp tool.

engaged in production operation,tqm in below fields:

a:plastic electronic and automotive parts injection,connector,cable & cooler（above 4 years）；

b:tooling,pressing&annealling&plating（terminal,shell,motor core and ic lead frame） and power coating（7 years）；

c:semiconductor components（led lamp & display, ic,diode,chip fuse,gdt,mosfet,tvs,pesd,ptc,pptc,led lighting）（above 10 years）；

d:assembly of ccm under csp or cob process & non-ccm products（5.5 years）；

e:automotive parts and electronics（tool box,handle,camera,head light,stoplight,dashlight）at smt,cob,csp and m/s process（ above 10 years）；

f:solar cell and its module（3 years）。

language skills

chinese: good cantonese: general

english level: majored in english cet-6 spoken good

english: skilled

career objective

career direction: qa/qc manager/director/deputy gm ，sqm manager,operation director/manager, qms&ems manager ， ceo/gm/president assistant.

requirements: five working days and abide by labor laws;

self info.

self assessment: year experience in foreign trade and purchasing business, familiar with operation and management of documentation;

as sjqe appointed by our customer osram,samsung,lg,philips to deal with all affairs related with them,such as operation performanc data reporting,quality management,otc and tdm confirmation,new product and project management,audit,etc.

t company has 40% sales revenue from oem customers（eg.:vishay,ge） and 20% one from odm customers（eg:osram,philips），also 20% capacity needed for oem,build and keep good relationship with oem and his suppliers,in addition,guide,implement and improve supplier quality system,management process,and procedures including supplier assessment,qualification,certification and qdc performance.

hobbies: swimming,reading.

sional tqm with >

这份英文简历没有经过精雕细琢，格式、字体不够统一，拼写错误时常出现，这样的简历在招聘人员看来，首先是态度问题，然后是能力问题，被淘汰是在所难免的。

当然，这份英文简历最失败的地方就在于没把能力充分展现出来，无法向招聘人员证明自己的能力，不能够说服招聘人员约见自己。在撰写简历时，如果能仔细研究招聘广告，当我们与所应聘的职位匹配程度越高，胜出的几率也就越大。

为什么要进行这样的修改呢？我们一一阐释：

①撰写英文简历时，开头就清楚地标明姓名及联系方式。hr看简历时，先看工作经历、学术背景，觉得差不多可以约见面试了，才看个人信息，

②英语地址写法应遵循由小到大的原则，正好与中文的反过来，先写××房间，××号，然后再写××路，××市，邮编，××省，国名。邮编的标准写法是放在市名之后，也可以放在省名之后，但一定要放在china之前。 ③把求职意向写得明确一些，让招聘人员明白你正在寻找什么职位。也可以紧跟着证明自己能够胜任这份工作的能力和资格。④简历栏目不宜过多，一般不超过五个，否则显得凌乱。在所学课程之下，罗列相关课程，如这里列出市场营销、管理学、商务英语等课程，能从增强阅读者对求职者的立体感。⑤⑥⑦是工作经验部分，遵循从最近工作经验写起的原则。在经历描述中，有详有略，最近经历要重点阐述，用人单位最感兴趣的是你目前正在做的，对于过去，兴趣会降低许多；相关经历要多写。⑤与目标职位最为接近，要对照目标职位的描述挖掘曾经做过的工作；⑥展示了英文水平；而⑦说明人际交流和沟通能力。每个工作描述所展示的技能都与目标职位息息相关。⑧根据任职要求有针对性地罗列技能，包括语言、计算机技能。张源在简历中没有提到自己的中文水平，比较遗憾。另外提到日语会话能力，增色不少。⑨在与张源沟通后发现的较有特色的兴趣爱好及特长。不具体的爱好和特长不写，以免在简历中留下话柄，面试中将会陷自己于不利的境地。例如，一般人喜欢说自己爱好读书、旅游、音乐等，假如面试官也是个音乐爱好者，与你攀谈起来，就露馅了。张源喜欢弹吉他和跳健美操，曾作为领队带领健美操队在校年度晚会上表演过，这一点使形象更加丰满。

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