

**Lucy**

**Work experience**

2011.4-2012.8

2009.5-2010.6

Henan Network Technology Co., Ltd. English Editor

* Responsible for the operation and promotion of related sites, the collection of the latest information on the major sites;
* Translation designated network news articles, targeted selection of information, layout and picture processing;
* Update English website content;
* Network channels to build maintenance, including Baidu know, QQ space, micro-blog, etc.

Administrative Assistant to Zhengzhou culture company Admin Assistant

* Answer, transfer phone calls, receive visitors;
* Responsible for daily documentation, send and receive correspondence, fax, email, meeting arrangement and meeting minutes;
* Responsible for soft advertising delivery, customer communication work

2010.6-2014.9

Zhengzhou Institute of Aeronautics Industry Management English Major

* Major course: Comprehensive English, English writing, English listening, English translation, business English translation, business English, business correspondence,Primary accounting, marketing, economic law, computer application, French, etc.

Job search intention: translation

**Skill certificate**

* TEM-4, TEM-8, excellent listening and writing ability
* National computer grade two, familiar with the operation of the computer, proficient in Word 2013, Excel2013 and PowerPoint 2013 and other software

**Awards**

* 20XX was awarded the two grade school scholarship
* 20XX won the two prize in the English speech contest
* 20XX outstanding Intern
* 20XX years of excellent graduation thesis

At the age of 24

1875678XXXXX

XXXXXXXXXX@qq.com

Zhengzhou Henan

**Educational background**