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Suzhou



**SELF-ASSESSMENT**

Here you can describe your professional profile in a few lines. Tell who you are professionally and how you are a good asset for an employer. Detailed please refer to the Chinese version.

Ming Yi HR Manager

**WORKING EXPERIENCE**

**2011.07-Present Design Studio(International) Recruiting Manager**

**Responsibilities:**

* Design electronic circuit for new industrial machinery company.
* support components from users and customers.
* Repair and maintenance of equipment of the company and the customers.
* Remote Support via phone and internet.
* Import and manufacture of high-tech parts.

**Accomplishments:**

Here you can describe your professional profile in a few lines. Tell who you are professionally and how you are a good asset for an employer.  What’s your value to the previous company and other things.

**2005.07-2011.07 Design Studio(Private) Recruiting Specilist**

**Responsibilities:**

* Design electronic circuit for new industrial machinery company.
* Support components from users and customers.
* Repair and maintenance of equipment of the company and the customers.

**CERTIFICATION & SKILL**

* CET-6, Very good in spoken English and writen English. Won a special prize of English competetion.
* Computer skill, passed the NCRE in 2005 with very good VB coding knowledge.
* Excel, Be familiar with the Excel basic function and good knowledge of Excel formula.
* PowerPoint, be good at making creative slides with design thinking.

**EDUCATION**

2001.09 - 2005.07 Peking University Human Resource

You can list the major courses you had in the university.

Summary of your school experience here and maybe also to list of your major courses and achievements here.