

* 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.

**2011.07– Present Home777 (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 Home777(Private) Recruiting Specilist**

* 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.

**WORKING EXPERIENCE**

**CERTIFICATION & SKILL**

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.

**SELF-ASSESSMENT**

Ling Xiang

Object：HR Manager

Age: 32

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