XX XX related experience, XX professional learning < self-evaluation last write, is a summary of the full text >

Master XXX skills, be good at XXXX, love XXXX "highlight the selling point, match the job intention."

Work attitude is conscientious and responsible, with teamwork spirit, "if there are many contents, you can copy the line down."

**Self-evaluation**

**Award**

Three awards for 2 outstanding Scholarships (first 5% of the major)

The honorary title of the advanced individual in the school work study

**Basic information**

Name:BANGONGZIYUAN

Nationality: Han

Political affiliation: League members

Phone: 131xxxxxxxxxxxxx

Year of birth: 1991.09

Native place: Shanghai

Height and weight: 167CM/75kg

Mailbox: xxxxxx@163.com

Personal Resume



**Experience**

**2010.09-2014.07 XXX University XX class group secretary**

* Responsible for the organization of the class group, the completion of the mission of the College League Committee, and the organization of political learning.
* Assist teachers to complete the daily routine of the college, including college meetings, teachers' welfare and so on.

**2011.12-2013.07 XXX University social practice minister**

* To learn about the training of the members of the community in a timely manner, to sum up the general meeting every month, and to carry out the training experience competition.
* Maintain and maintain training and protection equipment, organize social cleaning and cleaning.

**Work experience**

**20XX.0 - 20XX.0 Zhengzhou XX Culture Company Administrative Assistant**

* The answer phone calls, customer visits;
* The office of the company responsible for daily documentation, receiving and sending letters, fax, e-mail, meeting arrangement and meeting records;
* Responsible for soft advertising delivery, customer communication work

**Educational**

**2011.09-2015.06 XXX university marketing (undergraduate)**

Major courses: accounting basis, tax law, cost accounting, financial accounting, accounting computerization, special accounting, accounting English, tax science and so on.