

Secretary

<u>Jenny Tseng</u> <u>曾宜靖</u>	0939922170 u8004900@cc.ncu.edu.tw 7F, No.21, Lane 81, Sec.2, Duenhua S. Rd., Taipei, Taiwan, 106
Objective	Energetic upcoming graduate seeking a personal English secretary position in a foreign trade company
Profile	Good at communication and organization Outgoing personality Excellent English speaking and writing ability Proficiency in all major office software Able to deal with multi-tasks independently
Education	National Central University, Chung Li, Taiwan, R.O.C B.A. Degree (expected June 2003) Major: English
Certificate	TQC (techficiency quotient certification) expected June 2003
Relevant Skills and Experiences	Communication, Organization, Leadership Group leader, English singing contest in “West Tide” (Annual Cultural Event held by English majors), 2000 Class chairperson, Taipei Municipal Ching-Mei Girls’ Senior High School, 1997 Administration-related Experiences Part-time typist, Taipei Computer Association, summer 2000 part-time executive assistant, Center of Teacher Education of NCU, Jan. 2001