

## Hsiu-Chun (Jessie) Chen

#37 Section 4 Mucha Street, Taipei, Taiwan ROC	0927123456 (02) 223789789	<a href="mailto:hschchen@pchome.com.tw">hschchen@pchome.com.tw</a>
---	------------------------------	--

<b>Job Target</b>	Entry-level <b>marketing/public relations</b> personnel for science related company
<b>Profile</b>	Determined, motivated individual with leadership ability. Well adapted to high-pressure, unstable environment. Independent, patient and personable. Completed marketing related training program. Strong background in biology/science.
<b>Education</b>	<p><b>National Central University--Chungil, Taiwan, ROC</b> June 2001-May 2004</p> <ul style="list-style-type: none"> <li>● Major in English Language and Literature</li> <li>● Minor in <b>Life Sciences</b></li> <li>● Career Oriented Program in <b>Business</b> <b>Including:</b> <ul style="list-style-type: none"> <li>✓ Introduction to Business</li> <li>✓ Introduction to Management</li> <li>✓ Information Management</li> <li>✓ Human Resource Planning and Management</li> <li>✓ Financial Management</li> <li>✓ Marketing Management</li> <li>✓ Production &amp; Operation Management</li> <li>✓ Business Policy</li> </ul> </li> </ul>
<b>Skills and Experiences</b>	<p><b>Leadership and Organization Abilities</b></p> <ul style="list-style-type: none"> <li>◇ Coordinated English Prom—May 2002</li> <li>◇ Organized Westide “Garage Sale”—November 2001 (Westide is the Annual Cultural Function held by NCU English Dept.)</li> </ul> <p><b>Advertising/Marketing Skills</b></p> <ul style="list-style-type: none"> <li>◇ Ticket marketing and Promoting—蔡明亮 Movie Festival, May 2002</li> <li>◇ Graphic Design and Advertising—Westide “Garage Sale”, November 2001 ; English Prom, May 2002</li> </ul>

<b>Skills and Experiences</b>	<p><b>Public Relations</b></p> <ul style="list-style-type: none"><li>✧ Acquired corporate sponsorship—Westide, October 2002 ; English Prom, May 2002</li><li>✧ Coordinated receptionist duties—蔡明亮 Movie Festival, May 2002</li></ul> <p><b>Language and Computer Related Skills</b></p> <ul style="list-style-type: none"><li>✧ Chinese, English proficiency</li><li>✧ 30-hour training in <b>Conference Interpreting</b> (Chinese-English)—National Taiwan Normal University, Summer 2002</li><li>✧ Familiarity with Microsoft related software<ul style="list-style-type: none"><li>• Microsoft Word</li><li>• Microsoft Excel</li><li>• Microsoft PowerPoint</li><li>• Microsoft Access</li><li>• Microsoft FrontPage</li></ul></li></ul>
-------------------------------	---