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JOB TARGET	Event Planner
PROFILE	Vigorous, conscientious and accommodating Diplomatic in interpersonal relationship, effective in coordination Organized in tasks, proficient in analysis of words Highly motivated self-learner and multi-lingual user
EDUCATION	B. A. in British and American Literature, minor in French, National Central University, expected June 2016.
ACTIVITIES	<u>PR Related Experiences</u> <ul style="list-style-type: none">● Team Leader, English Film Camp, 2013● Member, Public Relations Team, NCU Student Ambassador, 2013-2014● Staff & Receptionist, NCU University Exposition, 2014 <u>Administrative Experiences</u> <ul style="list-style-type: none">● Assistant Manager, Off-Campus Housing, NCU Military Education Office, 2014● Accounting Manager, NCU Management Section, 2013● Administrative Assistant, NCU Language Center, 2014 <u>Volunteer work</u> <ul style="list-style-type: none">● Story Teller, NCU kindergarten, 2013● Volunteer, Cultural & Educational Project, India, 2013
WORK EXPERIENCES	<ul style="list-style-type: none">● Tutor, English oral training & business English, adults & junior high students, 2013-2014● Translator, Translation & Administrative Project, NCU Office of International Affairs, 2014
SKILLS	<u>Language</u> <ul style="list-style-type: none">● Fluent Mandarin & Taiwanese (Native)● Fluent English (TOEFL IBT: 88)● Basic French (starting minor)● Basic Japanese <u>Computer Software</u> <ul style="list-style-type: none">● PhotoScape (Advanced)● Microsoft Office (Advanced)