

Szu-Wei Wang

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JOB TARGET

Administrative Assistant

PROFILE

Good organizational capacity

Responsible and trustworthy

Highly-motivated and passionate

Adaptable to new environments and challenges

EDUCATION

✧ B.A. in English, National Taitung University (NTTU), Taiwan
(expected June 2016)

✧ Exchange student, National Central University (NCU), Taiwan (2014)
Related course : Management

WORK EXPERIENCES

- ✧ Time-worker, Far Eastern Electronic Toll Collection Company
- ✧ English tutor, Happy Children Cram School
- ✧ English tutor, SF Language Academy Cram School
- ✧ Waitress, Rita House Italian Restaurant

ACTIVITIES

- ✧ Activity planner, *English Drama Competition*, NTTU (2014)
- ✧ Activity planner, *English Singing Contest*, NTTU (2014)

LANGUAGES

- ✧ Chinese (Native)
- ✧ English (Fluent)
- ✧ Taiwanese (Basic)
- ✧ Japanese (Beginner)

CERTIFICATION

- ✧ TOEIC Certification (830/990)
- ✧ Rank C, Computer Software Application, Technician Certificate, Republic of China