

ZI-YING YU

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Miaoli County, Taiwan (R.O.C.), 351

JOB TARGET

Administrative Assistant

PROFILE

Motivated, diligent, patient
Good coordination capability and execution ability
Proficient in organizing and analyzing words

EDUCATION

B.A. in English, National Central University, Taiwan
(expected June 2016)

EXPERIENCES

- Part-time work
 - Part-time Assistant, Alumni Service Center of NCU, 2013-Current
 - Part-time Assistant, Hess Educational Organization, 2014
- Activity
 - Member, Graduate Service Group, NCU, 2014
- Volunteer work
 - Assistant, AIEF American Education Fair, 2013

SKILLS

- Mandarin- native
- English- fluent
- Japanese- basic
- German- basic