## **Sharon Nien**

2F 80-6 Wuchang St., Keelung, Taiwan R.O.C 202 (02)24257418 0968-123456 SharonNien@hotmail.com

Job Objective=		=========	 =====
Tour guide in	travel agency		

- ✓ Able to provide quick solutions by using effective communication tools
- ✓ Resourceful and detail-oriented; skilled problem-solver and multi-tasker
- ✓ Energetic, organized and reliable
- ✓ Highly motivated self-learner and multi-lingual user
- ✓ Knowledgeable about history and geography

Self-Travel Organizer================

	Local		Abroad							
Place	Hua-Lian	Yi-Lan	USA (New Jersey New York Washington D.C Philadelphia)	UK (London, Bath, Bristol, Oxford, Cardiff, York, Cambridge, Edinburgh, Glasgow, The Lake District)	Japan (Tokyo, Osaka)					
Date	June 24- June 28, 2002	July 11- July 15, 1999	June 29- Sep. 5, 2001	June 30- Aug. 26, 2002	August 30- Sep. 6, 2002					
Arranged Sightseeing	V	V	V	V	V					
Collected Travel Information	V	V	v	V	V					
Booked Hostels	V	V	V	V	V					
Booked Train or Airline Tickets	v	V	v	V	V					
Traveled with Friends	V	V			V					

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**Bachelor of Arts** in English Literature, National Central University, Chung-Li, Taiwan (expected June 2003)

**Expert** Mandarin Chinese, English, Taiwanese

**Beginner** Japanese

**2001 February** Student Volunteer, Chang-Gung Memorial Hospital