

# Ingrid Yeh

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## Objective

**Administrative Assistant**

## Profile

Effective, independent, and responsible. Able to co-operate and communicate with others. Good command in leadership. Experienced in Public Relations work. Proficient in Chinese, Taiwanese, and English. Basic French. Knowledge in business and finance.

## Education Background

### **National Central University (NCU)**

- **BA** in English Literature, Expected in June, 2005
- **Certificate in Finance Program**, Expected in June, 2005

#### **Related Coursework:**

Applied English  
Conference & Communication Skills  
Financial Management  
Introduction to Business

### **London University (London, 1999)**

- **Summer Session Student**  
Concentration in English Speaking and Listening Ability

### **Long Island University, CW Post (NY, 2001)**

- **Summer Session Student**  
Concentration in English Writing Skills

## Work Experience

### **Team Leader, Data Integration Team, IC Card Project, Department of Health, Taiwan**

- . Organize and take charge of the team
- . Meet with executives and report problems and process
- . Collect and integrate related data

### **Team Leader, PR Team, NCU Westside, English Song Contest, 2002**

- . Solicit contributions from related institutions
- . Greet judges and guests
- . Promote the contest nationwide
- . Contact with judges and nationwide contestants
- . Take charge of registration details

### **Team Leader, PR Team, Signal Language Club, NCU, 2002-2003**

- . Solicit contributions from related institutions for major exhibitions and contests
- . Promote the club's image
- . Contact colleges nationwide
- . Collaborate with other nationwide clubs on co-organized activities

### **Assistant, Language Learning Center, NCU, 2002-2003**

- . Answer phone calls and take messages
- . Greet guests and overseas students
- . Process official documents
- . Help organize activities held by the Center

### **Tutor, 2002-2004**

- . Teach basic English to elementary school students
- . Instruct junior and senior high students in English, including listening, speaking, writing and reading abilities
- . Train adult students in English conversation

## Related Certificate

### **GMAT**

Total Score: 630

Analytical Writing Assessment (AWA): 5 (rated 0-6)