


No.300, Jung-da Rd., Jung-li city, Taoyuan, Tawan 320, R.O.C.	<h1>Rita Chia-wen Lee</h1>		(H): 886-03-xxxxxx (M): 0912123456 eelrita@pmo.com.tw				
<b>JOB TARGET</b>	<i>Position in NGO Development, or Recreation Management</i>						
<b>PROFILE</b>	<ul style="list-style-type: none"> <li>■ <b>Self-motivated activity coordinator</b> Organized and creative. Emphasize on team work and time management.</li> <li>■ <b>Effective communicator</b> Polished telephone, interpersonal, and writing skills. Enthusiastic, patient and diplomatic.</li> <li>■ <b>Multi-lingual speaker</b> Good command of English, Mandarin, Taiwanese and basic French.</li> <li>■ <b>Skilled user of Microsoft Office</b></li> </ul>						
<b>NGO-RELATED WORK EXPERIENCE</b>  	<ul style="list-style-type: none"> <li>◆ <b>Supporting Staff and Camp Counselor, <i>Ability First – CAMP JOAN MIER, Malibu, CA, U.S.A.</i></b>, June to August 2004 Personnel selected from all over the world; serve children and adults with disabilities mainly in CA area. Deal with multi-cultural backgrounds. Conduct suitable activities and offer professional care for campers. Help prepare and serve healthy and delicious food. <i>Reference: <a href="http://www.abilityfirst.org">http://www.abilityfirst.org</a></i></li> </ul>						
<b>LEADERSHIP /ACTIVITIES EXPERIENCE</b>	<ul style="list-style-type: none"> <li>◆ <b>Manager, <i>NCU College of Liberal Arts Café (AROMANIA)</i></b>, 2003 to present</li> <li>◆ <b>Chief Clerk, <i>NCU Cultural Service Club</i></b>, February to June 2003</li> <li>◆ <b>Deputy Director, <i>NCU Cultural Service Club Biannual Performance "Scary Night"</i></b>, June to November 2002</li> <li>◆ <b>Community Volunteer <i>NCU Cultural Service Club</i></b>, September 2001 to present</li> <li>◆ <b>Camp Counselor, <i>NCU Cultural Service Club</i></b>, September 2001 to present</li> </ul>						
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>■ <b>B.A. in English, <i>National Central University, Chung-Li, Taiwan</i></b> (expected in June 2005)</li> </ul> <p style="text-align: center;"><b>Relevant Coursework</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Management-Oriented</th> <th style="width: 50%; text-align: center;">Professional English Training</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>➤ Introduction to Business</li> <li>➤ Management</li> <li>➤ Business Strategy</li> <li>➤ Marketing Management</li> <li>➤ Fair Trade Law</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>➤ English for Practical Purposes</li> <li>➤ Advanced English Oral Training</li> <li>➤ Business English</li> </ul> </td> </tr> </tbody> </table>			Management-Oriented	Professional English Training	<ul style="list-style-type: none"> <li>➤ Introduction to Business</li> <li>➤ Management</li> <li>➤ Business Strategy</li> <li>➤ Marketing Management</li> <li>➤ Fair Trade Law</li> </ul>	<ul style="list-style-type: none"> <li>➤ English for Practical Purposes</li> <li>➤ Advanced English Oral Training</li> <li>➤ Business English</li> </ul>
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