

▶ Nan XIE

(People don't mention their privacy like, the gender or DOB in their CV, unless it is requested.)

211717 The Orion Building, 90 Navigation Street, Birmingham Bxxx 4xxxx

Phone: 0751xxxxxxxxx

E-mail: ivy_xxxxxxxxxx9@xxxxx

Professional History

▶ **Student Consultant (Full-time)** 2009(June-Sep.)

Sichuan Meten English School (China)

You'd better give a brief introduction to your previous employer over here. No everyone knows your school as you do

Meten International English is one of the key project of ELLTS Education Cooperation in China. Amazing success has been achieved from the introduction of ELLTS-BASED BLENDED TRAINING SYSTEM. Meten has developed private classes and adopted a flexible, all-foreign teacher education system leading to a more innovative English teaching methodology widely welcomed by English Language Learners.

▶ **Role responsibilities:**

- Providing English assistance to potential students; improving their proficiency.
- Assisting staff & students if urgent matters arise.
- Assistance in marketing sector to choose & promote suitable English courses for prospective students.

▶ **Manager assistant (part-time)**

2008(June-Sep.)

Sichuan JinHua Enterprise (China)

a brief introduction to your previous employer

This is a big Biopharmaceutical Enterprise operated by my father for more than twenty years. It is the first one through "veterinary GMP" certified in Southwest China. The total area of 68 acres, a total investment of more than 2,000 million yuan with 260 employees.

▶ **Role responsibilities:**

- Help in site management the site and direct the work of subordinates in the General Managers absence.
- Responsible for various paperwork duties, such as document, filling and forwarding.
- Custodian of company corporate seal and other important business-related files.
- In charge of student registration, money transfer, insurance application & claim and other relevant issues.

▶ **Associate**

2007(Feb-April)

(Sounds like a customer service officer from your job's description)

It's actually a sales, could u please modify it for me, thanks!!!

Oxford New Look (UK)

a brief introduction to your previous employer

▶ **Role responsibilities:**

- Meeting sales targets, cash handling and till operations.
- Ability to communicate with different types of customers, and assist customer requirements in a timely manner.
- Working with team who makes a conscious effort to be honest, respectful, and listen to every person's point of view.

Education Background

· **Bachelor of Business and Management**

University of Aston (2007-2009)

- ▶ **Majors:** Marketing Management, Principle of Macro & Micro Economics, Organisational Behaviour, Business Policies, Strategic Finance, E-Marketing and Business Game.

· **Business Foundation**

Bellerbys College (2006-2008)

- ▶ **Courses:** English, Financial Accounting, Mathematics and Economics

Personal profiles: (Find something more relevant to the 'fashion' field which you want to work in)

Hobbies: reading, fashion, movie, music, entertainment

Bilingual advantages: Fluent in both English and Chinese(Mandarin & Cantonese)

Academic Rewards or Working Achievements: :

(Something shows that you are excel than others)

For example:

No.1 seller to promote your school's English courses. How many students enrolled into your school via your introduction?

Referees:(You need someone to prove your previous working performance)

For example:

Mr. **

Position: Director

***** Pty Ltd**

Tel : 04 *****

E-mail: *@yahoo.com.au**

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51lunwen.org

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Meten International English is a leading English training institution in China. Since the launch of 'ELLTS-BASED BLENDED TRAINING SYSTEM' in China, it has made remarkable achievements. Meten has introduced 'small size class' and adopted flexible and native speaker teacher-only teaching system, which is leading the trend of innovative English language teaching. It has been widely welcomed by English learners.

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- Assistance in marketing sector to choose & promote suitable English courses for prospective students.

▶ Manager assistant (part-time) 2008(June-Sep.)

Sichuan JinHua Enterprise (China)

This is a large-scale biopharmaceutical enterprise operated by my father for more than twenty years. It is the first manufacture of veterinary chemical products, which passed the "veterinary GMP" assessment in Southwest China. The total area is 68 acres, with a total investment capital of more than 2 billion RMB and 260 employees.

51lunwen.org

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▶ Sales executive 2007(Feb-April)

Oxford New Look (UK)

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英语论文网

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