

# Your Name

One South Main Street | Newark, DE 19716  
Mobile: (302) 555-5555 | Email: yourname@udel.edu  
linkedin.com/in/yourname

## EDUCATION

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### Master of Science in Accounting

University of Delaware, Newark, De

Related Courses: Intermediate Accounting, International Accounting, Database Design, External Reporting, Data Analysis and Quality Management, Marketing

May 20XX  
GPA: 3.5/4.0

### Bachelor of Arts in German

Xiamen University, Xiamen, China (top 20)

June 20XX  
GPA: 3.3/4.0

### Government Sponsored Exchange Student

University of Trier, Trier, Germany

June 20XX  
GPA: 3.7/4.0

### CPA Certificate in Progress

## SKILL

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- ♦ Strategic thinker with excellent interpersonal skills
- ♦ Proficient in MS Excel, Word, PowerPoint and Outlook
- ♦ Special Software or Language: SQL (Database Implementation), Lucid-chart, Toad Model
- ♦ Fluent in English, Chinese, Taiwanese, and conversational in German

## EXPERIENCE

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### Marketing Assistant

Sep. 20XX – Jun. 20XX

Nestlé Ltd. In Ice-Cream BU, Guangzhou, China

- ♦ Assisted with promotional activities of a new acquired ice cream brand “Dreyer’s”
- ♦ Visited customers/external agencies weekly
- ♦ Helped to organize market research and analyzing questionnaires for month sales

### Human Resource Assistant

Mar. 20XX – Jun. 20XX

Evergrande Real Estate Group (top 5), Fuzhou, China

- ♦ Assisted in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- ♦ Substantiated 200 applicants' skills by administering and scoring tests
- ♦ Scheduled 112 examinations by coordinating appointments

### Translator

Aug. 20XX

Concierge of Foreign Affairs Office, Government, Quanzhou, China

- ♦ Provided German translation and organized daily activities of foreign visitors.
- ♦ Communicated with persons inside and outside organization

### Team Leader

Jul. 20XX- Aug. 20XX

Xiamen University Phoenix Flowers Summer Practice Team

- ♦ Supported the education and organized activities in poor areas
- ♦ Established the Phoenix Flower Societies in XMU
- ♦ The team won the outstanding team in Fujian Province (top 1%)

## AWARD & ACTIVITIES

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- ♦ Certificate of Human Resource Management (HRM), China
- ♦ Certificate of Professional German 4
- ♦ “A” Star Volunteer title of China Foundation for Poverty Alleviation
- ♦ 2nd scholarship of Xiamen University (top 8%)
- ♦ Alumni scholarship in School of Foreign Languages, Xiamen University (top 1%)
- ♦ “Excellent Student Leader” of XMU, 20XX-20XX