**Sample Résumé 5**

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| 2D, MM Building, NN Street, Macao (853) 6666 6660annleong@mail.com |  | **Ann Leong** |

**Objective**

To apply for the position as Secretary to General Manager

**Education**

2017 – Present Master of Arts in Translation Studies, expected May 2019

 University of Macau

2013 – 2017 Bachelor of Arts in English Studies

 University of Macau

**Work Experience**

September 2017 to Present ***Writing Tutor***, English Writing and Communication Centre, University of Macau

* Facilitate chat rooms, writing groups and study skills workshops to brush up students’ English;
* Proofread articles in the publication and update official web page;
* Assist in promotion and organizing events and English festivals.

September 2015 to Present ***Teaching Assistant***, Department of English, University of Macau

* Facilitate group discussion in the Creative Writing classes;
* Comment on students’ assignments and mid-term exams.

January 2018 to June 2018 ***Assistant***, Association of Stories in Macao

* Compiled stories from different writers and integrated relevant pictures and graphics into a publication;
* Edited article content and translated English writing into Chinese, and vice versa;
* Designed the publication layout using Adobe Indesign.

June 2014 to October 2017 Part-time ***Procurement Clerk***, Macao Central Library, Cultural Affairs Bureau

* Placed orders for new books by following required procurement procedures;
* Led other part-time colleagues to perform different works and managed their monthly attendance records;
* Created monthly statistics report for the procurement department.

**Exchange Experience**

January 2016 to June 2016 Susquehanna University, United States

July 2015 to August 2015 University of Vienna, Austria

**Professional courses**

July 2017 to August 2017 ***Practical Course on Professional Secretary (35 hours)***

 Macau Productivity and Technology Transfer Center

February 2013 to June 2017 ***Portuguese Language Course (Level 1 – 6)***

 Instituto Português do Oriente, Macao

July 2011 to August 2011 ***Elementary Book-keeping (72 hours)***

 Leng Kuan Accounting Centre

**Awards and Honours**

2017 – Present Graduate Assistantship, University of Macau

2014 – 2017 Dean’s Honour List, University of Macau

2015 – 2016 Henry Fok Foundation Scholarship, University of Macau

**Extracurricular Activities**

October 2014 – June 2016 Member of Public Speaking Team, University of Macau

October 2015 – June 2016 Secretary of Drama Society, University of Macau

July 2015 Voluntary English Teacher in Service Trip to Guizhou, University of Macau

**Skills**

Computer Microsoft Office, Adobe Indesign

Language Cantonese, English, Mandarin – Fluent

 Portuguese – Advanced level

 Spanish – Elementary level