

Sample Résumé 5

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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