

Sample Résumé 6

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OBJECTIVE

To acquire a position of Community Relations Specialist in which my knowledge of public relations and event planning skills can be applied and further developed.

EDUCATION

August 2015 to Present	Bachelor of Social Sciences in Government and Public Administration Specialized in International Relations, anticipated May 2019 University of Macau
January to May 2017	Exchange Student in Political Science National Chengchi University, Taiwan
August 2009 to June 2015	Form 6 Art Graduate ABC Middle School

WORK EXPERIENCE

September 2015 to Present	Public Relations Assistant , AA PR and Advertising Company <ul style="list-style-type: none">• Coordinate media interviews, tours and events;• Manage information databases of local, Hong Kong, China and Taiwan media and industry partners;• Invite media to important events and manage RSVP list.
January 2016 to August 2016	Assistant of Legal Services , CC Entertainment <ul style="list-style-type: none">• Typed old contracts into new e-system and filed them to the archive;• Translated 20+ legal documents from Chinese into English, or English into Chinese for attorneys.
June 2015 to June 2016	Part-time Clerk , DD Offshore Commercial Service Company <ul style="list-style-type: none">• Performed clerical duties including mail delivery, client reception and data entry.

VOLUNTEER WORK

June to August 2018	Volunteer Teacher in Guangdong villages, organized by Macao Foundation <ul style="list-style-type: none">• Promoted environmental protection and good personal hygiene to primary students through story-telling and singing;• Assisted in decorating school library with color paintings.
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EXTRA- CURRICULAR ACTIVITIES

October 2017 to Present	Member of Model United Nations, Students' Union of University of Macau
August 2016 to Present	Treasurer of the Youth Association of International Affairs.

SKILLS

Language	Fluent in Cantonese, Mandarin and English Basic in Portuguese
Computer	Microsoft Office, Adobe Photoshop