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_ Shen Zhen , China Aug 1995 Oct 1995 § Technical and management training of China State Construction Engineering Corporation (XXXX) Computers Proficient in MS word, MS excel, MS project, AutoCAD Languages Fluent in English and Chinese , Basic Xxxese Interests Internet, Swimming 出国留学移民教育考试出国,留学,移民,澳洲,澳大利亚,加拿大,英国,美国,法国,日本,新西兰 XX XXXEducation Civil Engineering Departmentxxxxxx Architecture College of China, 1995 Experience xxxxxx Plaza Project _ xxxx, xx Oct 1997 Present Deputy Contract Manager § Managed main contract document. § Selected Subcontractors and Prepared the subcontract document. § Coordinated the contract matters with Nominated Subcontractors. § Collected claim clues and prepared claim documents. § Checked the quantity in B/Q with the construction drawings. § Prepared the final account Polluted Water Treatment Factory of xxxx EPZ __xxxx, xx Dec 1996 Sep 1997 Project Manager Assistant § Produced various kinds of program (Master Program, Quarterly Program, Bi-weekly program etc) and ; d them with actual progress. § Produced monthly progress report. § Managed and directed the Pre-loading Treatment of Soft Soil to improve bearing capacity. § Worked closely with client and designer to solve design and construction problems. § Produced monthly progress payment report. xxxxxxx International School _ xxxxx, xx Apr 1996 Nov 1996 Site Representative § Drafted existing conditions and construction documents for project manager. § Worked with client and designer to organize and manage progress of the project. § Responsible for quality control.

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