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； stating your work experience  
1. sales manager. in addition to ordinary sales activities and management of department, responsible for recruiting and training of sales staff members. 销售部经理。除了正常销售活动和部门管理之外，还负责招聘与训练销售人员。  
2. assistant to the general manager of shenzhen petrochemical industrial corporation ltd.. handled the itinerary schedule of the general manager. met clients as a representative of the corporation. helped to negotiate a \$5,000,000 deal for the corporation. 深圳石油化工集团股份有限公司总经理助理。安排总经理的出差旅行计划时间表。作为公司代表接见客户。协助公司谈成了一笔五百万美圆的交易。  
3. secretary to president of silverlion group corporation ltd.. responsibilities: receiving visitors, scheduling meetings, taking and typing dictation, writing routine letters and reports. 银利来集团有限公司董事长秘书。职责：接待访客、安排会议、笔录并打字、书写日常信函及报告。  
4. public relations girl at guangzhou holiday inn. full-time in summers, part-time during school. 在广州文化假日酒店当公关小姐。暑期全职，上课时间兼职。  
5. assistant to manager of accounting department of a joint venture enterprise. analyzed data and relevant financial statistics, and produced monthly financial statements. 一家合资企业会计部门经理的助理。分析数据及相关财务统计数字，而且提出每月的财务报告。  
6.

worked 21 hours weekly as a salesgirl at the bookstore of shenzhen university. earned 45% of college expenses. 在深圳大学书店当售货员，每周工作21小时，赚了大学费用的45%。

7. production manager: initiated quality control resulting in a reduction in working hours by 20% while increasing productivity by 25%. 生产部经理：引入质量控制，使工作时数减少了20%，而生产力则提高了25%。

8. practical summer experience. clerked at one-and-one clothes store in charge of sales, 1992. employed at guangzhou restaurant as waitress, 1993. 暑期的实际经验。1992年，在一加一服装店当店员，负责销售。1993年，在广州酒家当侍应小姐。

9. staff member of shanxi textiles import and export company. handled import of textiles from hong kong, macao, taiwan. increased sales by 25% from 1990 to 1993. made frequent business trips to these places to negotiate with textile mills. 山西纺织品进出口公司职员。处理从香港、澳门、台湾进口纺织品事宜。从1990年到1993年增加了25%的销售额。经常出差到这些地方跟纺织厂商洽谈。

10. tourist guide during the summer vacation for beijing international travel service. conducted tours for foreign tourists on trip around the city. 暑假期间为北京国际旅行社当导游。负责外国旅客在城区的观光旅游。

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