

# CURRICULUM VITAE

Lily

Please contact JUDE Migrant Employment Co-ordinator  
for further information Phone 03 535 4161

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## PERSONAL PROFILE

I am a New Zealand citizen seeking an administration- receptionist role in the hospitality industry where I can apply my practical computer, office administration skills and practical understanding and experience of the hospitality industry.

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## KEY WORK SKILLS

- ✚ Excellent customer service and communication skills—relates confidently with managers, customers and work
  - ✚ More than 5 years experience in office administration that includes: PA and secretary for General Manager of a fishery company, branch manager for a travel agency and associated administrative tasks.
  - ✚ Multiple language speaking skills (Mandarin, Cantonese and English).
  - ✚ Honest and reliable with a high degree of accuracy
  - ✚ Excellent computer knowledge and skill, competent in WORD, EXCEL, POWERPOINT,PUBLISHER and INTERNET.
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## EDUCATION

- 2006**            **Certificate in Liaisoning Interpreting**, CPIT, Christchurch
- 2004**            **Advanced Diploma in Tourism, Travel and Business**  
Sir George Seymour College of Tourism and Travel  
Wellington
- 1989-1993**    **B.A. of Language, English**  
Major: Literary Language of English and American English  
Luoyang Foreign Languages University,China
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## WORKING EXPERIENCE AND EMPLOYMENT

### **Apr-Dec2006 Travel consultant/Branch manager**

Sky and Earth Travel, Christchurch

Duties: Administrating the whole branch office; long-haul ticketing and domestic tour organising.

### **2005-2006 IELTS Tutor**, Kingsland Institute of NZ, Christchurch

Duties: Tutoring the international students in the techniques majoring in reading, listening and English grammars which are essential for

them to pass the IELTS.

- 2002-2003**    **Manager Assistant**, Great City Restaurant, Auckland  
Duties: administrative, secretary, custom services, co-ordinate and marketing.
- 1997-2002**    **Lecturer**, Institute of Foreign Language, Zhanjiang Ocean University, China  
Duties: Lecturing in the major of English, lit/lang, English, American English, history of literary language of English and American English. Coaching and supervising junior teachers. In 1999, was awarded and qualified as a professional title of chief lecturer.
- 1996-1997**    **Manager**, Department of International Market, Zhong Xin Electronic Co. Ltd, China  
Duties: marketing overseas to Vietnam, Malaysia, and Korea, importing accessories and exporting finished products. Multiple business trips to these countries.
- 1995-1996**    **Project Manager**, Department of Overseas Investment Verification and Approval, Zhanjiang Municipal Committee of Foreign Economics, China  
Duties: administrating the enterprises manufacturing or processing by material supplied by overseas customers and hosting the enterpriser delegations for investment from France, Korea and other countries.
- 1993-1995**    **Secretary and Interpreter of General Manager**, Oceanic Fishery Development Company, Zhanjiang Municipal Bureau of Marine Products, China  
Duties: managing, arranging, and fulfilling the business plan and other activities for the general manager, coordinating the relationship between general manager and team leaders/branch leaders, routine office computing work, being an interpreter while having a business trip overseas with general manager.
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## **TRAVEL EXPERIENCE**

From 1993 till now, I have traveled to many different countries and areas such as the United States, South Korea, Vietnam, Malaysia, Marshall Islands, Micronesia, Palau, Guam, Germany, France, etc.

## **COMMUNITY INVOLVEMENT**

- 1998-02**        Committee Member, China Youth Poetry Association

**1999-03**      Committee Member, Guangdong Youth Poetry Association

**1990-92**      Students' Union, minister of sports and entertainment.

## **INTERESTS**

Writing , Sports (Champion of the New Chinese Cup 2004 in Wellington Area)

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## **REFERENCES**

Rong Jingchun, Principal  
Zhanjiang Ocean University  
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Guangdong Province, China  
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