



# U/LVNRS

## WORK EXPERIENCES

### CURRENT COMPANY

BUSINESS DEVELOPMENT OFFICER | START DATE - PRESENT

- Managing partnership with new and existing clients for XXXX & XXXX;
- Working as event staff for company events, such as XXXX, XXXX, and XXXX;
- Working as event coordinator for XXXX and XXXX;
- Working as moderator for XXXX online classes;
- Managing and creating designs for company event publications.

### PAST COMPANY

LIAISON OFFICER | START DATE - END YEAR

- Managing communication between internal staff and external parties (invited guests) for XXXX event.

## EDUCATION & ORGANIZATION EXPERIENCES

### UNIVERSITY

BACHELOR DEGREE - MAJOR (START YEAR - FINISH YEAR)

- Public Relations for XXXX (Year)
- Member of XXXX (Year)

### SENIOR HIGH SCHOOL NAME

SENIOR HIGH SCHOOL (START YEAR - FINISH YEAR)

- Public Relations for XXXX (Year)
- Staff of XXXX (Year)
- Vice President of XXXX (Year)

I am a highly motivated person who has graduated from University majoring in Major. I am creative, hard-working, and willing to learn new things. I also like to meet new people and get new experiences.

## CERTIFICATIONS

- **TOEFL** (Test of English as Foreign Language) - <score>
- **TOEIC** (Test of English for International Communication) - <score>
- **IC3** (Internet and Computing Core Certification):
  - Computing Fundamentals: <score>
  - Key Applications: <score>
  - Living Online: <score>

## CONTACT INFO

Phone Number

Residence

Email

Name