

Your full name

Ming  
CHEN

Your mobile number,  
home address and email address

### Contact Details

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A short, precise and factual  
paragraph to sell yourself. Think  
of it as an advert of yourself.

### Profile

I am a very loyal, hardworking individual and can be trusted with any responsibility. With experience in customer service, I will maintain my responsibilities to the best of my ability and with integrity. I am often complimented for my good manners and excellent listening skills. I am quite a flexible and vibrant person who loves to work with people of different interests.

## Education and Qualifications

### UNIVERSITY OF BIRMINGHAM

2017-Present  
*BSc Accounting and Finance*

- Predicted Grade: 2:1
- Recipient of 2017 Chevening Scholarship
- A 1st in Business Law, Critical Thinking and Corporate Finance
- Achieve a first for BA dissertation in the Politics of Poetic and Epics During in the French Renaissance
- Placed on Dean's List in Year 3
- Average grades of 2:1 and firsts in Year 3

### BEIJING NO. 4 HIGH SCHOOL

2011-2017

- GCSE-A Level: Grade A in Mathematics and Economics
- GCSE-A Level: Grade A in English
- Champion of 2016 Mathematical Olympiad
- Student council president 2016

## Work Experience

### RESEARCH ASSISTANT

*University of Birmingham*  
2019 - Present

- Conducted literature reviews – improved my academic writing skills and English proficiency
- Maintained records of interviews, and safeguarded the confidentiality of subjects as necessary – demonstrated professionalism and strengthened communication ability
- Summarised Interviews
- Managed and responded to project related emails
- Prepared articles, reports and presentations
- Performed other miscellaneous jobs as required

### ENGLISH LANGUAGE TUTOR

*TutorExcel*  
2018-2019

- Worked with young French children
- Planned, prepared and delivered lessons
- Organised and ran specialist language courses
- Prepared teaching materials
- Developed confidence in teaching English, improved English proficiency and communication skills, developed patience and lateral thinking

### TEACHING ASSISTANT

*Hollow Field Middle School*  
Summer - 2018

- Gained experience in working with children
- Enhanced my communication and listening skills as I need to understand and help each child effectively
- Sorted out paperwork and organised teaching plan for teachers

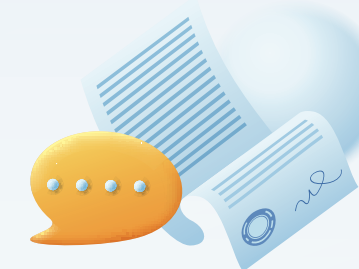
### SALES INTERNSHIP

*Qingdao Guoyun Automobile Sales Co., Ltd. (China)*  
Winter – 2017 (2-week internship)

- Researched and generated list of potential clients
- Provided input on customer briefing
- Helped develop client relationships and retain existing accounts
- Maintained sales records
- Assisted in apply new sales techniques

Education background listed in reverse  
chronological order (most recent first)

Include relevant scholarships / awards  
received; high-achieving courses and  
grades; satisfactory GPA / results



List all relevant work history in reverse  
chronological order (most recent first),  
including previous internships,  
short-term jobs, research experience  
etc.

Briefly describe any significant  
accomplishments, key responsibilities  
and skills learned in each job



unduo

Make a list of skills that makes you valuable

# Ming CHEN

## Skills

- Languages: Mandarin (native) and English (fluent)
- Programming knowledges: Python, Salesforce
- Computer: Microsoft office, photoshop
- Leadership, customer service, management, sales
- Communication, teamwork, attention to details
- Organisation, filing and scheduling
- Working with people of all ages

## References

Available on request

## Publication

- Chen, M., Parker, B. (2017). A comparison of French and oriental financial habits. Journal of Managerial Psychology, 20(1), 8-12.

## Extracurricular Activities

### PRESIDENT

*Photography club*  
2018-19

- Conducted monthly meeting with international students
- Advertised online for exhibitions
- Managed weekly photography workshops with students
- Hosted monthly photography outings to encourage outdoor photography
- Took photographs for university website
- Won runner-up for best portrait photograph in local young artist's competition
- Photos were used in adverts and posters for the university of birmingham
- Recruited next year's committee members

### STUDENT HELPER

*The Chinese Society in Birmingham*  
2017-18

- Organised gatherings for Chinese students
- Held events for Chinese New Year
- Helped fundraise for charity
- Supported committee during freshers week and recruited society members

### HOSPITAL VOLUNTEER

*Oxfam*  
2015-16

- Helped raise money for the charity
- Visited the elderly regularly to cheer them up
- Would sit in weekly circles and socialise with the elderly
- Supported staff in communal tasks such as cleaning etc

### BLOGGING: ONLINE

- Run an online blog about my life as an international student in the UK
- Post weekly vlogs or articles to document my time here
- Have amassed 20,000 readers within a year
- Has helped me develop my English writing and proficiency skills
- Has been featured in the university newsletter for 'blogs to follow'

### TENNIS

- Would play tennis for my local home team back in China
- This helped me build my endurance and physical health
- Helped me to stay active
- Demonstrates my determination and resilience

[NOT NECESSARY]

Only include this section if you have published any papers; write down the details in standardised, consistent reference format

Include any relevant clubs / societies / hobbies / classes / voluntary work which demonstrate your skills e.g. teamwork / organising

Don't just write down your passion / interests / hobbies but describe what you did / achieved that has positive impact