

**YOUR NAME**

Objective:English teacher

Good command of Computer skills: familiar with different versions of Windows OS and Office application software, able to program with C and Fortran languages, obtained some experience and understanding about other widely-used software like Autocad, Photoshop, Coreldraw and Dreamweaver.

Management Skills：

* Managed conference and volunteers for French society
* Orgnised sociat events for Karate Club
* Managed team for Young Enterprise compandy-elected MD.

Time Management Sills:

* Time manegement of resources to accommodate both extra-curricular activities and academic studies.

**Skills and Abilties**

**2012.05--2015.09 Managing Director of School Yonung Enterprise Company**

* Responsible for team of 为 classmates
* Ultimate decision-making for company
* Chairing and organising all meetings
* Co-ordinationg all company activity

**2015.11--2018.02 Treasurer of School Football Club**

* Elected to manage the clubs funds and responsible for receiving and disbursing the club’s revenue
* Created and monitored ledger account and income and expenditure account
* At club meetings, responsible for making recommendations on future expenditure to the club’s committee.

**Work Experience**

* Blackwell-Boyne Prize for Outstanding Achievement in Final Year Modern Languages programme at College.
* Dean’s Prize for the Best Overall First Year Student on the Languages honoours Programme at College.

**Academic Achievements**

2007.09--2011.06 Eartbourne Technical College

* 3’A’levels:English,French and Spanish
* Instiude of Linguists/Distinction in Spanish

**Education Background**

**ABOUT ME**