



Name: Ada Age: 24 Height: 165cm

Graduated from: Guangdong southeast vocational and Technical College

Major: art, hotel management

Personality characteristics:

strong sense of responsibility

willing to help others

serious

good at sharing

meticulous and rigorous

Work experience:

2016-2018:

Independent entrepreneurship, engaged in dessert cake private houses, with product procurement, production, sale, after-sales and other services

2019-2020:

Company: Guangdong shigu Investment Co., Ltd

Position: Assistant to the chairman

Company business: Municipal Engineering. My responsibility is to receive government guests, before and after business banquets, training of new employees, and daily office management

2020-2021:

Company: Guangdong Huaya Group Co., Ltd., one of the top 100 enterprises in Foshan

Role: Assistant to the chairman

Company business: mainly engaged in real estate, non-ferrous metals, aluminum, etc

My responsibilities: receive business visitors, daily office management, assist leaders to coordinate the relationship between employees, new employee training, and follow up the affairs of my boss

Relevant certificates:

① National Class III pastry Baker

② GFA international image manager

③ National certified image manager

Hobby:

Table tennis

badminton
read
study
communication

Wish:

- ① Joining the Italian Chamber of commerce is to make more interesting foreign friends and increase your knowledge
- ② I hope I can add a beautiful color to my life and make a contribution to the chamber of Commerce