

Jie Zhu

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Objective To obtain a summer 2008 internship position with a manufacturing company

Education

Auburn University Auburn, AL
Candidate for Master of Business Administration (MBA), December 2008

North China Electric Power University (NCEPU) Hebei, China
Bachelor of Science in Business Administration, July 2007
Overall GPA 3.4/4.0; Major GPA 3.6/4.0

Work Experience

2004-2007 **Jiantai Textile Co., LTD, Pujiang, Zhejiang, China**

Summers Intern

- Calculated material costs for customer proposals and invoices
 - Introduced and explained new company regulations to 10 to 15 workers
 - Developed strategies to meet customer demands
 - Assisted company president in resolving employee conflicts
 - Served as a translator on an as-needed-basis for employees who needed to interact clearly with foreign customers
 - Participated in the production of products, such as beddings and pet beds
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Key Skills

Personal:

- Ability to adapt quickly in new environments
- Good team player and problem solver
- Strong ability to cope with stressful situations
- Good communicator and motivator

Technical:

- Microsoft Office Suite
 - PHSTAT Statistical Analysis
 - Fluent in mandarin
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Honors and Activities

- NCEPU volunteer for the disabled, 2004-2007
- NCEPU Student Union member, 2003-2004