
INTERNATIONAL COOPERATION OFFICER RESUME

Summary:

A talented, creative and profit-driven executive recognized nationally for pioneering efforts in product development and industry leadership; Expertise in sales/marketing, global business expansion, manufacturing, corporate finance and business process development; Has a very effective verbal and written communication skills to effectively communicate and resolve issues.

Professional Experience:

Senior International Cooperation Officer January 2007 – Present
Concentra Operating Corp., Albany, NY

Responsibilities:

Prepared projects' document, working with partners, government agencies, ministries and related agencies.
Monitored and made the progress report of international projects.
Arranged appointments and meetings.
Assisted to implementation the science management activities.
Translated documents and reports.
Internship in International Cooperation for Development May 2004 – December 2006
CACI International, Arlington, VA

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Education:

Master of Science in International Management
Stanford University, CA, 1999
Bachelor of Science Business Administrations Major in Management
Stanford University, CA, 1997

Skills:

- Good communication skills, both written and verbal
 - Good negotiation and interpersonal skills
 - Strong organizational and analytical skills
 - Good numeracy skills and a knowledge of statistics
 - A high standard of computer literacy
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Awards and Honors:

Dean's Lister, Stanford University, 1994
Senior Member, MBA Association, 1999

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