

Job intention

The interpreter

# **Contact address**

Room 1401, building 69, Jiayuan dream Plaza, Fengxian District, Shanghai

# contact information

TEL: 86+13162832837

E-mail: 645845519@qq.com

# **Self evaluation**

I am adaptable, responsible,
hardworking, and have a good team
spirit. After many years of translation,
negotiation and assistant work, he has
accumulated rich experience in foreign
trade business and international trade
negotiation, as well as excellent oral
and written English skills. Be able to
operate all kinds of office software and
equipment skillfully to meet the needs
of modern office.

# PERSONAL RESUME

#### Basic information

Name: Wenhao Yao Political outlook: the masses

Native place: Guangzhou, Guangdong Birthday: May 1995

Education: Postgraduate Major: English

## educational background

Peking University Foreign trade English major of science and technology master's degree

work experience

April, 2017 to present Sino US joint venture Tim Armstrong

Technology Co., Ltd Translator / General Manager Secretary

Handle all daily affairs of General Manager / on-site translation, technical training and business development of US executive director;

### Company internship

2014.10—2017.03 Sino Swiss joint venture Beijing Zhongan fire Electronics Co., Ltd Assistant foreign production manager

Responsible for international purchasing business in Switzerland, Germany and Hong Kong / translate various production technology and business contract documents