

Address Line 1  
 Address Line 2, Tyne and Wear  
 Post Code.

T: 0191 123456. M: 07742 123456. E: \_\_\_\_\_

#### MBA / BUSINESS CONSULTANT / MARKET RESEARCHER

A proven track record of increasing sales and business performance mainly through identifying, planning and implementing marketing strategies, prioritizing and streamlining services. Completing objectives from conception to completion within budget limitations and strict deadlines. Well networked, a skilled negotiator and an excellent company ambassador, securing company image and productive partnerships. Fluent in Mandarin and English.

#### AREAS OF EXPERTISE

- Project management
- Resource co-ordination
- Supervision
- Structure design
- Change orders
- QS
- Facilities co-ordination
- Construction claims
- Purchasing / negotiating
- Costing / planning
- Financial forecasting
- Health and Safety
- Estimating
- Scheduling / estimating
- QA / QC

#### PROFESSIONAL DEVELOPMENT

<b>MBA</b>	<i>Newcastle Business School, Northumbria University.</i>	2001-02
	Main courses: Business Strategy, Finance for Managers, Risk Management, Business research and analysis Methodism, marketing management and human resource management	
<b>BEng (Hons)</b>	<i>Bachelor of Civil Engineering, School of Civil Engineering, Zhengzhou University. Main course: Structural Design, Concrete and Building Materials, Estimating, Survey, Project Management, Auto CAD.</i>	1997 - 01

#### PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

##### **SETTING OUT ENGINEER (TRAINEE)** *Apr 04 - Present*

*Company Name1, County Durham.*

- Ongoing and Finished Project: Sunderland Skate Park; The Cedars, Sunderland; Spring Terrace, North Shields; New Gate, Fenham etc.
- Setting out site ground and building works including concrete bowls, roads, drainage and foundation, using standard and electronic setting out instruments with strictly accurate record.

##### **BUSINESS CONSULTANT / PROJECT MANAGER** *Jan 04 - Apr 04*

*Company Name2, Newcastle upon Tyne*

- Setting out three-year business plans for ongoing businesses which include current strategy review, detailed marketing plan, sales forecast, breakeven analysis, financial analysis, risk management etc.
- Managing the marketing research projects for IKEA, ASDA. main duties include collecting sample questionnaires, setting out project planning, supervising and monitoring daily performances and making the final result analysis (using SNAP software).
- Achieved 200% increase in profits in Quarter 1, 2004 together with the management team, through making monthly budget control and performance monitoring reports.

---

## PROFESSIONAL (COMPOSITE) EXPERIENCE AND ACHIEVEMENTS

### TRAINEE MANAGER

Oct 02 - Mar 03

Company Name3, County Durham.

- Trained marketing and sales staff on BMW marketing strategy and sales theory.
- Analysed market trends and demands and monitoring the daily sales performances.

### GRADUATE ENGINEER

2000 - 02

School of Civil Engineering, Newcastle University.

*New Campus Project:*

- The only Student Representative / Graduate Engineer as the construction manager assistant on this 30 million project.
- Translated English documents; designed and wrote project plans, Health and Safety plans, project feasibility report etc

*New Sports Centre Project::*

- Involved in facility installations, environmental designs and quality assurance.

### TRAINEE ENGINEER / PROJECT MANAGER ASSISTANT

1998 - 00

China Construction Engineering

- Main duties included survey, project monitoring, budget planning, and use of CAD, along with pragmatic site work involving elements of quality control..

## BUSINESS RELATED SKILLS

Strategic Planning, Research methodology, Financial forecasting, Business administration, Team leadership, Risk forecasting, Market research, Numerate analysis, Computer literacy, Business start-up, Purchasing / negotiating, Meeting strict deadlines, Marketing, Feasibility studies, Quality management, Problem Solving, Cost control, Writing plans / reports

## LANGUAGES

**Chinese** (native). **Fluent English:** speaking, reading, listening and writing. Specialize in interpreting and translating business English, science and technology English of Architecture and Civil Engineering.

## COMPUTING

Excellent working knowledge of AutoCAD and several word processing packages including Microsoft Word, Excel spreadsheets, PowerPoint. Familiar with statistical packages i.e. SNAP software, SPSS.

## INTERESTS & PASTIMES

I enjoy travelling with teams, and I like reading, going to cinema, and listening to pop, soul and classic music. I am also an interpreter and translator for ITL, working with the law, courts and police, local council.

## PERSONAL

*Marital Status:* Single, *Born:* 1980. *Driving licence:* Provisional UK.

*Referees' details available on request.*

---

Curriculum Vitae

[CV Writing](#) | [CV Templates](#) | [Work at Home](#) | [Work Abroad](#)

Download Business CV Templates at [www.cvxl.org](http://www.cvxl.org) | [Create an Online CV Presence](#)

---

[CV Template by First Impressions](#)