

Dan Cai

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OBJECTIVE

I am a structured, industrious, and reliable individual. I have 1 years of customer service experience. I am highly sociable to the public and can perfectly work to serve customers. I have exceptional written and communication skills in English. Besides, I have French as a second language. I can deliver messages and ideas while also able to listen to feedback. Skilled in word processing, analyzing data and problem solving. I can to adapt to changes and work effectively amongst peers. Willing to learn, explore and contribute to greatness of a team. Knowledge of basic accounting concepts principles and techniques needed to execute given task.

EDUCATION BACKGROUND

BA in Business Administration, Major in International Business June 2012
Washington State University, Pullman, WA
GPA 3.5

SKILLS

Qualifications:

- Detail oriented
- Organized
- Time management
- Motivated

VOLUNTEER EXPERIENCE

- Red Cross Blood Drive, 2010-2011

WORKING EXPERIENCE

Part time manager
JiLong Car Company

Dec. 2010
KunShan China

Manage the daily operation of the company, to ensure that each customer is satisfied with the company's service.

HONORS/AWARDS

WSU Scholarship for International Student

June 2012-2015