

Jan Xu

32 Iffley Road, Oxford, OX4 4AH

Tel: 07564 242222

Email: JanXu@outlook.com

Second year International student at Oxford Brookes University. Previous experience working in a customer service role undertaking group tours that developed my communication skills. Currently seeking a part time position within retail, available to work 12 hours per week.

Permission to work: Current visa allows me to work X hours per week during semester time and X during vacation

Education

Oxford Brookes University: **2017 - to present**

BA (Hons) Business and Marketing Management

- Improved level of verbal communication through assessed PowerPoint presentations achieving a 2:1 in the majority of assignments, subsequently increasing my English language skills.
- Proficient in the use of Microsoft Office, Adobe Photoshop, Internet Explorer and Visual Basics.
- Prioritised and managed my time in order to meet a number of university deadlines, I did this using to-do lists and an electronic diary.

First High School Guang Zhou, China: **2014 - 2017**

National University Entrance Examination 2nd Class

Equivalent to UK A-Level and GCSE B/C grades

Work Experience

Member of Oxford Brookes University, Chinese Society: **2017 - to present**

- Assisted a team of 6 students, organising fortnightly events such as cooking classes. Took the lead role in organising and planning the annual party for up to 120 guests.
- Managed a small team and was required to delegate tasks to fellow members, as well as keep to a fixed budget.
- Utilised my problem-solving skills when the venue we had booked was no longer available.

Tour Guide, Wildlife Park: **2014 - 2016**

- Working independently guiding groups of children aged between 8-11 years old, communicating instructions clearly when visiting certain sites and explaining health and safety to the children.
- Maintained patience and composure when dealing with challenging groups of children.
- Managed my time to ensure I was not under or over running on the allocated tour time.
- Developed the ability to work well under pressure as the number of people visiting the park doubled during the busy summer period.

Languages

Good level of English - IELTS Level 7, Fluent in Mandarin

REFERENCES AVAILABLE ON REQUEST