ZHANDI **CHAI**

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**SUMMARY**

To obtain a position of assistant manager where I can use my management related skills.

**KEY SKILLS**

1. Microsoft Office 5. Business Math  
2. Microsoft Excel 6. Business English  
3. Microsoft PowerPoint 7. Accounting  
4. Management Skills 8. Customer Service Skill

**EXPERIENCE**

**08/2014 to 12/2014 Sales Assistant:** customer service, shelf layout arrangement

**Decathlon** － Shanghai, China

**EDUCATION**

**2017 Master of Science**: Management

**George Mason University** － Fairfax, Virginia, USA

GPA: 3.5//4.0

**2014 Bachelor of Science**: marketing

**Ningbo Institute of Technology, Zhejiang University** － Ningbo, Zhejiang, China

GPA: 3.4//4.0

**ACCOMPLISHMENTS**

The best employee of September in 2014 and attend the regional meeting in  
Hangzhou, China.  
Increased sales goals by 1% on a quarter basis.

**AWARDS**

Outstanding student award: Fall 2013  
Scholarship award: Fall 2011, Fall2012, Fall 2013.  
Promoted to the Minister of Communications in 2012.

**LANGUAGES**

English  
Chinese

**PERSONAL INFORMATION**

My personal strength is communication; I don't feel scared when I  
communicate with our customers. Meanwhile, my skills consist of being great  
at multi-tasking, team organization and social perceptiveness.

**ADDITIONAL INFORMATION**

like Video Editing when I have free time.  
like expending social nets.  
Familiar with many sports such as basketball and football.

**COMMUNITY SERVICE**

Volunteer, Community worker, 2010  
Psychology, Coach, 2014-current

Cover letter

Dear hiring manager,

My name is CHAI ZHANDI and I am interested in applying for the position of Assistant Manager in your company. My personal strength is communication; I don’t feel nervous when I communicate with the customers. Moreover, my skills consist of great multi-tasking, team organization and social perceptiveness. Accordingly, I think this position would be suitable for me. I have attached my resume as well. I usually have free time at weekdays and on Saturday.

Thank you in advance for your time and reading this email. If CentralHome is looking for a visionary, insightful, patient and conscientious Assistant manager, I would be interested in speaking with you face to face to discuss the value that my strength and skills can bring to your company. Please call me at (626)2672697 to schedule a more formal interview at any time or contact me via my E-mail. I look forward to hearing from you.

Best Wishes,

Chai, Zhandi

Phone:(626)2672697

E-mail: [zchai@gmu.edu](mailto:zchai@gmu.edu)

Job advertisement

Assistant manager

We are looking for a Smart& Confident individual to work as an assistant manager at our Herndon, Virginia location.

Eligibility Crteria:

Bachelor’s Degree; prefer communications, business administration

Ambitious Attitude

Enthusiastic about Business, Sales and Customer Service

Management Experience Required

Passion for Delivering Great Customer Service