**Yaojiong Ma**

4050 Green Isle Way Apt3

Saginaw, MI 48603

(989)-980-3608 | yma123@svsu.edu

**OBJECTIVE**

To be a house agent at AC Lawrence Real Estate. As a house agent, the social skills are indispensable. If I become a house agent, I will constantly ask myself to be the best.

**SUMMARY**

• I am an innovative individual who manages all my tasks well and on time.

• My major is General Business, which generally suitable for no professional background, or temporarily not determine the direction of professional students. The courses include: finance, management, marketing, organization analysis and Research methods.

• I have experience in managing groups of people and have influenced successful student union activities.

**EDUCATION**

I am a transfer student. I have studied it 2 years in Hangzhou Normal University before I did not come to SVSU, so I need further my study in the next two years in this University to get my bachelor ’s degree, since this is a 2+2 project. Seriously speaking, I am a transfer student, I already studied 2 years in SVSU.

Saginaw Valley State University, Saginaw, MI

Bachelor degree of General Business, expected graduation in May 2017.

GPA: 2.83

Hangzhou Normal University, China, 2012.9-2014.7

Major: International Business

GPA: 3.00

**SKILLS**

• Able to effectively use Excel, Word, Power point, and Word among other applications

• Prompt Communication Skills

• Team player

**AWARDS AND MEMBERSHIP**

• Award for “literature cadres” and “outstanding cadres” by Student Union of Hangzhou Normal University

AC Lawrence Real Estate

Leader of Frank Sanchez

936 Broadway,New York,

United States, 10010

(212)-989-0880

Dear Frank Sanchez,

Hello! My name is Yaojiong Ma, studying in Saginaw Valley State University. It is my pleasure to have the opportunity to present my personal information to you. Being in society, in order to find a suitable job according to my professional knowledges and interested, making full use of my capability. I will exert the greatest efforts, diligent work to realize the value of my life. Although I am not a real estate professional, I'm on the real estate industry have a certain knowledge and understanding, and have their own unique insights and practical operation ability.

I'm not satisfied with my current knowledge level, I really expect to join your company, and then further my exercise and improvement in practice. Based on my own objective conditions and the requirements of your company, I believe that your company can provide me with a broad range of my abilities, and at the same time I also believe that my efforts can make your company's business to the next level.

When it comes to my personal interests, I have a cheerful character and be happy to make friends. At my leisure time, I like singing, listening to music, I also enjoy going to a movie with my friends and playing sports. Exercising once a week to let me have a healthy body. Sometimes, I will browse web pages, know something happened today. Personality, I am willing to bear hardships, self-motivated and sense of responsibility, strong energy and let me have the courage to accept any challenge. I sincerely wish I can have the honor to be a member of your company. If you are interested to me, you can contact my cell phone (989)-980-3608 or email yma123@svsu.edu.

Sincerely,

Yaojiong Ma