# Lingling Chen. resume

Tel:347-217-1604 E-mail:lingling11316@icloud.com

**ABOUT ME**

My name is Lingling Chen and I’m 30 years old. I can legal work and I can file taxes in the United States. I just finished my courses Medical billing and accounting in Queens College,and I prepare to take the CPC exam now. I can speak,read and write English. I have office work experiences. I hope I could get a position in a doctor office.

**JOB EXPERIENCE**

* 2017 to present: I work in Chengxin immigration and naturalization office as a consultant and receptionist. My work is responsible for immigration and citizenship cases for clients, and in charge of their interview trainings and translations. So I can use well Word and Excel.
* 2014–2016: I was a local tour guide in SH tour service company. I served for tourist groups in east coast. I explained the histories and I accompanied the American and Chinese tourists when they visited New York, Niagara,Washington DC and Boston. Due to work as a guide, I have the skill of communication and of capacity to deal with some emergency
* 2009–2013: I worked as foreign language guide for European tourists when they visited China. I interpreted for the groups and introduced local custom or speciality for them. I organized the European tour teams to go hiking many times.

**EDUCATION**

* 2018-2019 : I went to Queens College to study Medical billing and accouting and how to code the bills. I just finished these courses in December.
* 2006–2010 : Student in Guilin Tourist college, my major is tourism and French.

**SKILL**

* Senior tour guide certificate
* CET 4
* NY sightseeing guide certificate