
Xiangmei (Alina) SHI

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Date of birth : 13.11.1982

Gender : F

Profile

I am a multilingual Chinese (Mandarin-English-French), with over 10 years of experience working with people from various cultures in global companies, organized and passionate team player.

Experience

Dell (China) Co., Ltd Xiamen, China 2016 - 2018

Product manager

- Act as interface between clients and sales teams
- Provide technical expertise to sales and clients
- Provide product knowledge training and new hire integration training to the sales team

Senior business analyst

- Work as the first contact window for partners in terms of operational issues
- Analyse partner's needs and pain points
- Coordinate with related departments to solve partners' problems
- Promote newly integrated systems and tools to partners
- Train partners on how to use the tools in order to facilitate business integration with Dell EMC

L'Oréal (China) Co., Ltd Shanghai, Chine 2009 - 2015

Executive assistant to director

- In charge of internal communication
- Organize international conferences and events, staff trainings and team building events
- Manage calendar
- Make business reports and executive summaries

Product database administrator

- Work closely with technical teams in France, to standardize internal data-communication processes and workflow across entities in different countries
- Provide training on processes and analytical tools to all plants in Asia

Dell (China) Co., Ltd Xiamen, Chine 2006 - 2009

Assistant & business analyst

- Organize meetings and travels
- Arrange recruitment interviews and new hire integration and trainings
- Make business reports and track key performance indicators to support senior management decision making

Top Victory Electronic Co., Ltd Fuqing, Chine 2004 - 2005

Customer relation

- Work with finance team, liaise with customers and repair centers in different countries in order to solve order and payment issues.

Education

Alliance Française of Shanghai **French language school** 2011-2012
Full-time intensive French program with a view to take French B2 certificate (successfully passed on Jan. 4th, 2017)

Jiangxi Jingdezhen University **Bachelor in English language** 2000-2004
Major in English language, with a focus on public relation and business, Japanese as second foreign language

Languages

Chinese : native speaker

English : university diploma (C2 equivalent)

French : DELF B2 certificate (Currently preparing C1)

Japanese : A2 equivalent

Dutch : beginner