

Sandy



Date of birth: 1981/09

Address: AVENUE DE CALABRE 30,1200 WOLUWE-SAINT-LAMBERT ,
BRUSSELS

Cell phone: +32488273688 , +32492977939

E-mail: road81910@sina.com

Professional Qualifications

- ID CARD IN BRUSSELS
- TEM 8 Certificate, (highest English level of College in China)
- Graded Mandarin Certificate
- Trinity Teaching Qualification Certificate
- National English Tour Guide Certificate
- TKT Level 4 (Teaching Knowledge Test)
- Driver's License

Employment History

HNA GROUP(World Fortune 500 Enterprise), Deer Jet

Period: 2012/07 - Present

Location: Beijing

Responsibilities:

Position: Sales Support Supervisor

- Draw up annual price policy and promotion plan for each season.

- Negotiate with potential key accounts and make special service plan to meet the demand of the customers.
- Revise the sales agreement of key accounts and keep tracking.
- Keep track of condition of contract fulfillment of the key accounts and get feedback for them.
- Part-time interpreter for the meet materials and documents of sales department and part-time teacher to improve staffs' English skills.

Position: Cabin Training Supervisor

- Make training plans and carry out to keep the flight attendants' qualification.
- Provide oral English test for flight attendants.
- Arrange and monitor new trainees training.
- Check new flight attendant' qualification materials and access the grade.
- Organize flight attendants' skills review conference and keep the record.
- Give assistance to apply for flight attendant license.

Oriental Yuhong

Period: 2010/07 – 2012/04

Position: Sales Supervisor

Location: Beijing

Responsibilities:

- Responsible for the sales of water-proof products in the supermarkets.

- Maintain good relationship with the customers and cooperative partners.
- Responsible for shop assistants management.
- Keep track of the orders for the products.

EF English First

Period: 2008/01 -2010/07

Position: Supervisor of Academic Department

Location: Beijing

Responsibilities:

- Acquire students' demand and provide oral placement test.
- Participate course sales and give professional introduction to the students and parents.
- Take oral English lessons of different levels and find out the students' progress.
- Maintain good relationship with the parents of the students and satisfying the students demand to make sure they continue to purchase the courses.

Kede College of Capital Normal University

Period: 2004/08 - 2008/01

Position: Academy management and foreign teacher management

Location: Beijing

Responsibilities:

- Be in charge of the management of teachers and academic affairs.

- Be responsible for new teachers recruitment and orientations.
- Teach foreigners Chinese and help them to prepare for the test.
- Manage the academic operation and check the teaching quality.
- Be responsible for cooperation program with colleges abroad.

Education

Jilin University

Period: 2005/12 - 2008/12

Major: Comparative literature and world literature

Degree: Master

Dalian University of Foreign Languages

Period: 2000/09 - 2004/07

Major: English literature

Degree: Bachelor

Skills

English:

- Talk fluently with native English speakers
- Write English letters to communicate easily
- Acquire National English Tour Guide Certificate and have strong administrative ability

Teaching Chinese as a foreign language:

- Acquire professional training for teaching Chinese as a foreign language
- Four years teaching Chinese as a foreign language

Computer Abilities:

- Skilled in use of computers and office-software

Strengths

I'm brave, independent and able to work under a dynamic environment. I have coordination skills, teamwork spirit and good communication skill. I can organize my time efficiently. Studious nature and dedication are my greatest strengths.