



## Aarashinyam

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### Summary of Work and Academic Experience

- 3 year's experience in Schengen Visa Application Center and premier NGO through wide range of duties
- Track record in managing relationship with key stakeholders of the organization, including leaders from political, business, academia
- Bachelor of Arts at Beijing Foreign Studies University in 2020
- Cross-cultural awareness and multilingual proficiency in English, Chinese and Mongolian
- Proficient computer skills

### Full-time Work Experience

August 2022- August 2023 **Schengen Visa Application Center for Switzerland, Belgium, Denmark, Malta and Slovakia**

- Position: Operation Deputy Manager
- Responsibility:

#### 1. Project Coordination and Management

As Hub Location Manager, leading several projects in parallel with tight timeline from the support of concerned IT teams, including jointly designed and developed online appointment system for Schengen missions under my scope. Leading the User Acceptance Stage{UAT} for pan China.

#### 2. Team management and training

As visa application center(VAC) manager, responsible for the daily running of the VAC. Liaise with the local missions in China, responsible for training the 17 VAC staff on the updated Schengen Visa codes/procedures, monitor staff performance and ensure strict compliance as per the contractual agreement/

### **3. Government affairs management**

As designed Single Point of Contact(SPOC), responsible for the daily correspondence with Schengen missions, including delivering the operational feedbacks for pan China, coordinating between the missions and the local Schengen visa application centers.

#### July 2020 - June 2022 **Boao Forum for Asia (BFA) Secretariat**

- Position: Executive Assistant, Board and Council of Advisors Affairs
- Responsibility:

##### **1. Project Coordination and management**

Deeply involved in the organization of key projects of the forum, including the flagship annual event, the BFA Annual Conference each year; annual meeting of Board and Council of Advisors and thematic conferences launched by the forum. Facilitating the participation of Board and Council of Advisors (COA) members to these activities, including the preparation of related materials, coordinating their programs and follow-up arrangement throughout and post-events.

##### **2. Communication with BFA Board and Council of Advisors members**

As focal point, responsible for daily communication with the office of Board and Council of Advisors who are composed of former state leaders, head of government and business leaders of 500 Fortune; drafting correspondence letters in the name of the Secretary General, reporting the work of the Secretariat; taking minutes of Board or COA meetings; providing translation support when needed etc.

##### **3. Government affairs coordination**

Liaise with the relevant government institutions of China and other countries including the Foreign Affairs Ministries, as well as international organization and diplomatic missions for matters related to the Board and Council of Advisors.

##### **4. Research assistance**

Collect and analyze the information on recent global and regional economic outlook and draft regular briefings to the Board.

##### **5. Administrative support**

Providing administrative support to the daily operation of the office.

## **Internship Experience**

Aug. 2019- Jan. 2020 **British Exam Section of British Council**

- Assisting the British exam section to complete over 100 exams of various types, including:  
GCE Advanced Level 2019.10/11.  
University exams, overseas exams for Chinese and foreign candidates.  
Professional exams, including the CFA Institute 2019.12 Level 1 exam, the ACCA etc.

## **Education**

- Sep 2015- June 2020 **Beijing Foreign Studies University**
- Sep 2011- June 2015 **Beijing No. 9 Middle School**