



Emma Li

I acquired two years working experience in Marketing in Shanghai. I am looking for jobs related to Marketing, Sales and Administration. Generally speaking, I am open to new opportunities and challenges.

Marketing representative

Work Experience

Nov.2013 - July.2015 • CaliBurger China • Marketing Representative

- Create indoor promotion ideas, negotiate with outsourcing companies for promotional material design and make-out
- In charge of social media, online promotion and online delivery service
- Search for cooperation with corporations and banks for brand promotion
- Generate monthly marketing plans and monitor marketing expenses

Main achievements:

- Organize events in the store of Old Navy and American Apparel (American fashion clothing brands)
- Organize catering for musical events, international sport competitions, expats markets, such as West Bund Musical Festival, Jing'An Christmas market, American Rugby match

Internship

May.2011- May.2013 • XCUBE Engineering & Construction • Assistant to GM

- Handle bank affairs and HR related matters
- Establish construction material purchase orders
- Handle daily administrative works, oral and written translation works
- Record meeting minutes, monitor monthly expenses, book flights and hotels

Student jobs

- **May-June.2013**: Film subtitles proofreading for 2013 SH International Film Festival
- **May-Oct.2010**: Arrange reservations and welcome VIPs in SH world Expo-UAE pavilion
- **July-Aug.2009**: Check News manuscript, video and sound clipping at Anhui TV Station
- **Nov.2009-Mar.2013**: 7 times oral translation work for events and exhibitions
- **2011**: Private Chinese teacher to Company executives
- **2009-2010**: Promotional sales for Nintendo Company

Education

BA in English Literature • Shanghai Second Polytechnic University

Major courses: Advanced written and spoken English, Business Contract and law, Export Operations, Japanese

pre-College degree in Business English • Shanghai Zhong Qiao College

Major courses: Business English Translation, Business Mails in Foreign Trade, International Trade Documents, Secretarial English, Import and Export procedures

Certificate

- 2009, The first Price of the English Speech Competition in College
- 2009, The Best Pronunciation Price in The English Speech in College
- 2008, the Third Price of the English Speech Competition in College

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Nationality
Chinese (Belgium resident,
F card)

Language skills
Chinese Mother tongue
English Excellent
French Fluent

Computer skills
Word, Excel, Internet,
PowerPoint