



MIAO JINGJING

*Multilingual, dynamic, optimistic and outgoing
with strong sense of responsibility*

CONTACT

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LANGUAGES

CHINESE **Mother Language**

KOREAN **C 1**

ENGLISH **B 2**

FRENCH **B 1**

DUTCH **A 1**

SKILLS

- Experienced in intercultural communication
- Strong skills in planning and coordinating tasks
- Proficient with MS Word, Excel, and PowerPoint
- Teamwork

EXPERIENCES

● Compensation & Benefit Specialist 2014/06 - 2016/03

Evergrande Group Health Industry CO., LTD

- In charge of 180 employees' Social Insurance and Housing Fund contribution, fee base adjustment.
- Calculate monthly salary for 35+ Korean employees.
- Create and update 200+ Chinese and Koreans staff roster.
- Help to recruit successfully 15 talents.

● Administration Assistant 2013/08 - 2014/03

Samsung Engineering Construction CO., LTD

- Manage planning for projects of the China IPO Department for 10+ employees.
- Administration, translation and suppliers' data management.
- Help to regulate and update the recruitment planning.

● Chinese Language Tutor 2012/10 - 2013/06

Korea and China (Shanghai)

- Teach Chinese language to 2 children.
- Help 5 Korean students to pass the HSK 6 (Chinese Proficiency Test).
- Help students to understand and learn Chinese culture.

EDUCATION

● Bachelor of Korean Literature 2010/09 - 2014/07

Shanghai Fudan University

- Outstanding Graduate Scholarship

● Exchange program - Korean Studies 2012/09 - 2013/06

Korea Kyunghee University

- International Student Scholarship

● Minor in Diplomacy and Public Affairs 2011/09 - 2012/07

Shanghai Fudan University