

# Jin Jin

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Current Address: Vijverstraat 11  
2800 Mechelen  
Belgium

Place of Birth: Guizhou, China  
Date of Birth: 19<sup>th</sup> of January, 1984

Nationality: Chinese  
Marital Status: Married

## EDUCATION

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TSM CVO Mechelen

Nederlands 3.1 Vantage (Dutch level 3.1)  
mei 2016 - maart 2017

Guizhou Minzu University—Guiyang, China

Bachelor of Arts in English Language & Literature  
Graduated: July 2005

Guizhou Dafang No. 2 High School—Guizhou, China

Senior High School courses  
Graduated: July 2001

## EXPERIENCE

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**Shanghai Wailian Exit-Entry Service Co., Ltd.**—Shanghai, China

March 2012 - November 2015

Team Leader-Case Processing Department for Immigration to Canada

- Arrange daily work of a six-members team
- Conduct team meetings to follow up the progress of every case
- Check and review cases finished by team members, and make feedback and modification reports
- Interpreter between Canadian lawyer and client
- Provide guidance and support for customers during the process
- Translate immigration documents from Chinese to English
- Provide advices for the clients about how to gather their documents and explain regularly the immigration policies to them
- Report weekly progress to management

**KBL Group** – Shanghai, China

January 2006 – February 2012

Senior Case Processing Specialist- Case Processing Department for Immigration to Canada

- Process immigration documents for new clients
- Maintain close relationship with clients during the process
- Guide the clients during the process and formulate their immigration plans
- Translate and arrange the client's documents for Canadian Immigration Office
- Prepare clients for the interview with the immigration officer
- Inform prospective employees and train new colleagues

## **SKILLS**

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- Microsoft Office: Excellent
- Typing Skills: Excellent
- Learned valuable interpersonal communication skills by collaborating with colleagues and clients during my previous experiences
- Personalities: Flexible, friendly, able to work under pressure according to deadlines, communicative, reliable and responsible, discrete, eager to learn new knowledge and things

## **LANGUAGE**

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- Dutch: good
- Chinese: Native
- English: Excellent