

+86 15918781506

sumndeeliu@gmail.com

<https://www.linkedin.com/in/sumndliu/>

# Sumnd Liu

---

Sumnd is a bilingual interpreter and multi-tasking Admin Assistant with substantial experience on China Social Media management and Import-Export industry. With 4+ years of demonstrated translating expertise and 2+ years of international working experience in the area of Marketing, Sales and Admin Management. Carrying a natural empathy with others and strong organizational skills, proficiency in English, Mandarin and Cantonese, Sumnd works effectively and efficiently with co-workers, easily adjusts to new cultures and environments. As an ambitious fast-learner and adventurous entrepreneur, Sumnd is skilled in business development, strategic planning, and international business.

## WORKING EXPERIENCE

### **OXYGEN TWO POINT ZERO COMPANY LIMITED, Hong Kong & Shenzhen China – Administrative Assistant**

Nov 2017 – PRESENT

#### **Finance**

- Handling company financial administration, organizing company financial records, ensuring companies' finance are globally settled

#### **HR**

- Assisting the management in architecting company-wide HR procedures and systems globally
- Handling daily HR tasks; managing global HR calendar; planning events and activities for global offices

#### **Project Management & Business Support**

- Assisting the management team in project management; ensuring clients' are well settled on the admin part
- Liaising with colleagues in China, South Africa, Hong Kong & the UK
- Handling travel and logistics arrangements efficiently for staff business trips globally

#### **Marketing**

- Managing China social media platforms for 2 clients at the same time and posting weekly blogs
- Marketing strategy brainstorming and planning with colleagues

### **ROYAL COMFORT LLC, Portland United States – Asian Business Development Assistant**

Oct 2016 – Nov 2017

- Ensured company's business on the China side were well settled
- Assisted company acquire new customers and sell additional products to existing ones
- Events/Trade shows management in both China and United States
- China social media platforms set up and updated

**BUNNELL FAMILY CELLAR, Seattle United States – International Marketing & Sales**

May 2017 – Oct 2017

- Asian wine market research included Asian wine & spirits trade shows and organized everything before, during and after trade show
- Attended wine events and arranged sales trips in the area of Portland and Seattle
- Asian market strategies planning and products promoting; managed social media platforms and blogs posting
- **Entrepreneur part** – Winery tourism business set up
- Wine making education; wine label designs

**Guangdong Evergrande VC, Guangzhou China – Athlete Agent (Internship)**

Apr 2016 – Apr 2017

- Translated for players during their stay in China; Documents and contracts translation ( Chinese – English)

**China Import & Export Fair – Contract Translator (Part-time)**

Sept 2013 – Nov 2018

## EDUCATION

**Washington State University, U.S – B.A in International Business**

Sept 2013 – May 2017

## SKILLS & CERTIFICATIONS

- **Mandarin & Cantonese** – Native; **English** – Fluent (IELTS 7.0; TOEFL 85)  
**Japanese** – Elementary Proficiency; **French** – Beginner Level
- **Google Drive** – Advanced; **MC Office** – Advanced; **Xero** – Advanced
- **China Marketing** – Advanced; **Admin Management** – Advanced
- Hubspot Inbound Marketing Certificate

## HOBBIES

Passionate about fashion, traveling, cooking and bodybuilding.

*\*References available upon request\**