



林子钰

女

求职意向：综合管理 行政专员/助理

手机：18202192622

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### 求职意向

期望薪资：8000-10000元/月

求职状态：随时入职

期望职位：综合管理 / 行政专员/助理

### 资格证书

西班牙语语言水平证书

2020-10 获得

### 职业技能

西班牙语 精通

公文写作 熟练

办公软件应用 熟练

活动策划、执行 精通

自媒体平台运营和管理 熟练

海报设计 熟练

文案撰写 熟练

### 兴趣爱好

阅读

旅行

足球

活动策划

古典音乐

话剧

电影

写作

工作积极主动负责，展现工作能力，实现自身价值。能合理地统筹安排各项事务。具备较强的逻辑思维和判断能力，也拥有一定的创新意识和创造能力。

在学校和工作中具有良好的语言表达能力。也能较好的处理人际关系，有团队合作精神。对新鲜事物方面有很强的学习能力和适应能力。

具体详见：完成员工招聘、培训、考核等工作。为各个部门提供专业性强的员工，其中生产部7名，销售部3名，综合管理部3名，市场部5名。所处公司为国外外商独资公司，在完成各类人事工作中具有不小的挑战，面对的都是西班牙籍员工或长居西班牙的外国人。

完成行政办公室工作。公文处理，日常工作各类文件上传下达，高效快捷地完成工作。档案、印章、文印各项管理工作等。

3.优化及完善后勤保障服务工作，完善员工的社保福利待遇制度提高效率推动完成工作。

4.策划、执行、开展公司团建活动。3场公司年会活动，野外拓展活动1次，组织旅游项目2次。加强公司员工间信任度和默契度，团队协作，提高工作效率，为公司的正常运行有一定的稳定性。

### 教育背景

2020-08 至 2022-02 ● 西班牙安东尼奥德内不里哈大学  
商学院 · 工商管理 · 硕士 成绩排名：5%~20%

2016-08 至 2020-06 ● 西班牙卡斯蒂利亚拉曼查大学  
人文与社会科学院 · 工商企业管理 · 本科

2014-09 至 2015-06 ● 北京外国语大学  
出国留学人员培训部 · 西班牙语 商科专业 · 本科



### 工作经历

2019-03 至 2023-06 ● 西班牙Futuremeal SL  
综合管理  
主要负责日常行政管理、人力资源事务等。1、包括重要的工作日程、成员出行事务联络，来访客人的接待等。2、公司各类证照的办理及管理3协助策划组织及开展活动。4、建立档案管理，制度的制定、资料的收集整理、归档和保密工作。5、组织管理公司的后勤保障工作。负责3个部门、员工对接工作，组织、筹备和现场管理工作。6、负责单位各项制度及重要工作信息的收集、汇总、上报，各类文件、合同、协议、会议纪要的归档和管理。7、负责公司各类人员招聘，面试工作。8、员工的日常考勤、晋升、调职等全方位管理等。

2017-06 至 2018-02 ● 北京爱思益教育科技有限公司  
社群运营管理  
1.负责（欧洲地区）春秋招咨询工作；  
2.担任管理社群，制定群内规则；  
3.维护社群交流环境，组织群员活动，筹划活动等。  
4.对实习工提供建议  
5.国外留学生回国的春秋招工作的信息干货发布，就业咨询，就业培训（简历修改，面试指导），提供校招内推等信息



2015-07 至 2017-01 ● 西班牙启航国际教育公司  
留学顾问  
①帮助同学签证准备工作  
②协助同学申请学校，提供校源咨询，制定方案。  
③提供留学后的身份证申请和更新，生活服务（住宿、医疗等）  
④毕业后实习工作的咨询建议

### 项目经历



2016-09 至  
2020-01

### ● 西班牙大学留学学联迎新活动

主持人，活动主办负责人

1. 迎接新入校留学生联谊交流会

2. 对同学们在学习、生活等各方面所遇到的问题提供咨询及帮助（帮助办理入学手续，语言及专业课相关咨询，帮助办理银行卡，手机卡、交通卡，联系租住学生公寓，租赁住房与房东或中介沟通联系等生活业务。

2015-09 至  
2019-06

### ● 西班牙大学留学生学联

1. 为留学生提供接机，住宿，学习，医疗等生活服务。

2. 帮助留学生申请办理及更新身份证等相关工作。

3. 组织、策划各大节假日活动等。

4. 管理各部门同学负责的工作事务。

很好地完成且分配了每学年的各部门负责同学的管理工作，同时完成了留学生歌唱大赛、同学迎新、节日活动，与当地学生的联谊会等。

2018-03 至  
2018-09

### ● 西班牙留学生校园歌唱比赛

西班牙大学留学学联联合主办者之一

1. 策划参与校园活动大赛方案

2. 制定活动内容和形式、评分内容、评分标准等

3. 制作活动文案撰写和海报宣传

4. 组织同学们积极参与活动

## 在校经历

### ● 学生职务

2020-09 至  
2021-12

#### ● 西班牙大学专业系学生事务组组长

1. 通知学校、专业老师等通知的各项信息。

2. 完成老师布置的任务。

3. 策划、组织、参与、具体负责本班各项团体活动。

### ● 社会实践

2015-09 至  
2020-08

#### ● 节日公益性志愿者活动

参与西班牙社会组织的公益志愿者各项活动，完成公益性服务项目。

### ● 社团组织

2017-09 至  
2019-06

#### ● 大学留学学联

主席

主持学联组织的工作事务。领导并管理留学学联组织，确保组织的顺畅的运营。

1. 带领并组织成员完成各项工作事务，制定有效的工作计划和执行方案。定期组织部门会议，掌握工作进程。

组织策划宣传开展各项学联组织的各项活动。负责活动的全面指挥、协调。作好留学生相关信息的收集、整理和上报工作，与校外企业、公司合作，争取商业赞助，为留学生开展活动提供经费。

2. 协调并管理学联各部门负责的同学负责组织人事管理工作，明确责任分工，督促检查参与各部门的工作和活动，协调各职能部门之间的关系。

3. 与西班牙大学其他留学生学联组织保持联系，相互学习交流。加强与外校的联络和合作，组织校际活动。

5. 作为代表参与中国驻西班牙大使馆组织的留学相关的活动。

2015-09 至  
2017-05

#### ● 大学留学生学联

组织部部长



1. 在学联工作里协助领导处理各项日常工作，组织活动期间带领社团成员维护活动现场秩序；
2. 全程参与每学年迎新晚会的策划与执行，寻找赞助商，确定活动场地，促进晚会的圆满成功。
3. 丰富留学生课外活动，更好地适应西班牙生活。组织博物馆参观活动，组织文化交流历史旅游活动，组织电竞赛活动，组织节日角色扮演活动，组织留学学联春节联欢会等。





ZIYU LIN

Female

Position Applied: comprehensive management, Administrative Specialist/Assistant

Mobile Phone : 18202192622

Email : 2403227798@qq. com

Career Objective

Expected Salary : 8000-10000/month

job status : immediate available

Position Applied : comprehensive management, Administrative Specialist/Assistant

Qualification certificate

Spanish language proficiency certificate

2020-10

Skills

Spanish Excellent

Formal writing Skilled

Microsoft Office Excellent

Implementation of planned activities Excellent

Self-media platform operation and management Skilled

Poster design Skilled

Copywriting Skilled

I'm a person who work proactively, with high work ability, and I would like to through the work to prove myself value. I able to arrange various affairs and have certain logical thinking and judgment abilities, as well as a certain sense of innovation and creativity. I have the highest learning ability and adaptability to new things

Have good comminution skills is a key for me in school and work environments. It can help me a lot to build up interpersonal relationships and teamwork spirit.

For details :

1. Employee recruitment, training, assessment
Provide highly professional employees for various departments, including 7 in the production department, 3 in the sales department, 3 in the general management department, and 5 in the marketing department. The company I work for is a wholly foreign-owned company, and it faces considerable challenges in completing various personnel tasks. All of the employees we face are Spanish employees or foreigners who have lived in Spain for a long time.

2. Administrative office work
Processing official documents, uploading and sending various documents for daily work, and complete the work efficiently and quickly in archives, seals, printing and other management work.

3. Optimize and improve logistics support services, improve the social security and welfare system for employees

4. Plan, execute and company team building activities.

3 times company annual meetings, outdoor development activity, and 2 times organized travel projects. This strengthen trust and tacit understanding among company employees, teamwork skills, and improve work efficiency, provide certain stability for the company's normal operation.

Education

2020-08 to 2022-02
Universitas Nebrissensis SA
Master of Business Administration

2016-08 to 2020-06
Universidad de Castilla-La Mancha
Humanities and Social, Business Enterprise Management Undergraduate

2014-09 to 2015-06
Beijing Foreign Studies University
Training Department for Overseas Students
Spanish Business Undergraduate



Work Experience

2019-03 to 2023-06



## Spain Futuremeal SL

Comprehensive management

Mainly responsible for daily administrative management, human resources affairs

1. work schedule, member travel affairs plan, reception of visiting guests, etc.
2. Handle and manage the company's various certificates and licenses
3. Assist in planning, organizing and carrying out activities.
4. Establish file management, system formulation, data collection, archiving and confidentiality.
5. Organize and manage the company's logistics support work. Responsible for the docking work between 3 departments and employees, organization, preparation and on-site management.
6. Responsible for the collection, summary, and reporting of various systems and important work information of the unit, as well as the archiving and management of various documents, contracts, agreements, and meeting minutes.
7. Responsible for the recruitment and interviews of various personnel of the company.
8. Comprehensive management of employees' daily attendance, promotions, transfers, etc.

Interest

Reading

traveling

Football game

2017-06 to  
2018-02

Beijing AiYISI Education Tech Company(北京爱思  
益教育科技有限公司)



Community operation management

Classic music

Drama

Movie

Writing

1. Responsible for spring and autumn recruitment consulting work (in Europe) ;
2. Responsible for managing the community and formulating rules within the group ;
3. Maintain the community communication environment, organize group member activities, plan activities.
4. Provide advice to interns
5. Release of information on spring and autumn recruitment for overseas students returning to China, employment consultation, employment training (resume modification, interview guidance), and provision of internal recommendation for school recruitment and other information

2015-07  
to 2017-  
01

Spain The Navigators

Study Abroad Consultant

- ①Help students prepare for visas
- ②Assist students to apply for schools, provide school resource consultation, and formulate plans
- ③Provide ID card application and renewal after studying abroad, life services (accommodation, medical care, etc.)
- ④Advice on internships after graduation

Event Experience



2016-09 to 2020-01

● **Spanish University Students' Association Orientation Activities**

Host, event organizer

1. Social exchange meeting to welcome new international students
2. Provide consultation and assistance to students on problems encountered in various aspects such as study and life (help with admission procedures, language and professional course-related consultation, help with bank account, credit card, mobile phone SIM cards, transportation cards, contact for renting student apartments, renting housing Communicate with landlords or agents and other daily business.

2015-09 to 2019-06

● **Spanish University International Students Association**

1. Provide international students with airport pick-up, accommodation, study, medical and other daily services, etc.
  2. Help international students apply for and update ID cards and other related work
  3. Organize and plan major holiday activities, etc.
  4. Manage the work affairs that students in various departments are responsible for.
- We have successfully completed and assigned various departments in each academic year to be responsible for the management of students. At the same time, we have completed international student singing competitions, classmate orientations, festival activities, and social gatherings with local students, etc..

2018-09 to

● **2018-03**

**Campus Singing Competition for Spanish International Students**

One of the co-organizers of the Spanish University Overseas Students Association

1. Plan and participate in campus activity competitions
2. Develop activity content and format, scoring content, scoring standards, etc.
3. Design of event copywriting and poster promotion
4. Invite students to actively participate in activities

**School Experience**

**student position**

2021-12

● **2020-09 Head of Student Affairs Group, Department of Professional Studies, University of Spain**

1. Notify schools, professional teachers of various information.
2. Complete the tasks assigned by the teacher
3. Plan, organize, participate in, and be specifically responsible for various group activities of the class

**social practice**

2015-09 to 2020-08

● **Holiday charity volunteer activities**

Participate in various public welfare volunteer activities organized by Spanish social organizations and complete public welfare service projects

**Associations**

2017-09 to  
2019-06





## Association of University Students Studying Abroad

### Chairman

Preside over the work affairs of the student federation organization. Lead and manage the Overseas Students Association to ensure the smooth operation of the organization.

Lead and organize members to complete various work affairs, and formulate effective work plans and execution plans. Organize regular department meetings to keep track of work progress.

Organize, plan, publicize and carry out various activities organized by the student federation. Responsible for the overall command and coordination of activities. Collect, organize and report information related to international students, cooperate with off-campus enterprises and companies, strive for commercial sponsorship, and provide funds for international students to carry out activities.

Coordinate and manage the students in charge of various departments of the Student Union. They are responsible for organizing personnel management work, clarifying the division of responsibilities, supervising and inspecting the work and activities of each department, and coordinating the relationship between various functional departments.

Keep in touch with other international student associations in Spanish universities to learn and communicate with each other. Strengthen liaison and cooperation with external schools and organize inter-school activities.

Participate as a representative in study abroad related activities organized by the Chinese Embassy in Spain.

2015-09 to  
2017-05

● Association of University Students Studying Abroad  
Minister of Organization Department

1. Assist leaders in handling daily tasks in the Federation of Students, and lead club members to maintain order at the event site during organized activities
2. Participate in the planning and execution of the New Year's Party every school year, find sponsors, determine event venues, and promote the success of the party.
3. Enrich extracurricular activities for international students to better adapt to life in Spain. Organize museum visits, organize cultural exchange and historical tourism activities, organize e-sports activities, organize festival role-playing activities, organize the Spring Festival Gala of the Overseas Chinese Students Federation, etc.



## 个人工作内容相关说明

在大学期间以及工作之中，我长期从事学生事务管理和办公室综合管理的工作，积累到一些相关的工作经验，也拥有了一些对于我来说可贵的人生经历。下面是我阐述的一些关于我的个人情况：

学习期间：1.北京外国语大学出国留学培训部小语种-西班牙语专业学生事务负责人

①协助老师及辅导员做好学生管理工作，包括学生考勤制度管理和住宿生活质量

②协助同学处理学生事务，作为代表与老师们和辅导员沟通与协调

西班牙大学留学期间：长期在西班牙大学留学学联组织工作，为大学留学生提供服务，同时也承担组织的管理工作。作为大学留学学联组织代表，西班牙留学生代表参与中国驻西班牙大使馆组织的相关活动

学联组织部组织部部长 15.09-17.06

新学期学联提供新的活动策划，以及为学联过往延续的活动提供帮助与改进。

主要负责配合学联其他部门的工作，对相应的活动进行宣传，及时有效地传达最新资讯，对节日及活动做出必要的推广，渲染文化氛围。

为学联拉取赞助和与商家保持良好的关系，为学联的各项活动获取经费。

促进留学生之间的交流和互助，提升留学生的学习和生活质量。

邀请留学生参加各种文化交流和活动，如中外文化碰撞、春节晚会、户外旅行等。提供了解文化的机会，安排参观旅游景点、社交主题活动、交流会、文化沙龙...以及每学年的迎新活动等。

留学学联主席 2017.09-2020.01

主持学联组织的工作事务。领导并管理留学学联组织，确保组织的顺畅的运营。

1.带领并组织成员完成各项工作事务，制定有效的工作计划和执行方案。定期组织部门会议，掌握工作进程。

组织策划宣传开展各项学联组织的各项活动。负责活动的全面指挥、协调。作好留学生相关信息的收集、整理和上报工作，与校外企业、公司合作，争取商业赞助，为留学生开展活动提供经费。

2.协调并管理学联各部门负责的同学负责组织人事管理工作，明确责任分工，督促检查参与各部门的工作和活动，协调各职能部门之间的关系。

3.与西班牙大学其他留学生学联组织保持联系，相互学习交流。加强与外校的联络和合作，组织校际活动。

5.作为代表参与中国驻西班牙大使馆组织的留学相关的活动。

具体内容：

生活事务：提供留学生生活所需的便利服务

住宿服务；为留学生提供安全、舒适、便捷的住宿选择，住房租赁合同办理，住房信息资讯咨



询服务，同时在医疗保健、交通指引、购物指南等生活事务的帮助。

文化活动：邀请留学生参加各种文化交流和活动，如中外文化碰撞、春节晚会、户外旅行等。提供了解文化的机会，安排参观旅游景点、交友活动、文化沙龙等。

社交平台：为留学生提供一个良好的社交平台，让留学生在异国他乡找到心灵归属感和社交支持。经常举办社交主题活动和交流会，以及每学年的迎新活动等。

活动：19.03-19.09 大赛西班牙大学留学学联联合组织的留学生歌唱比赛

- 1.策划参与校园活动大赛方案
- 2.制定活动内容和形式、评分内容、评分标准等
- 3.制作活动文案撰写和海报宣传
- 4.组织同学们积极参与活动

研究生期间

西班牙大学专业系学生事务组组长 2020.08-2021.12

1. 通知学校、专业老师等通知的各项信息
2. 完成老师布置的任务
3. 策划、组织、参与、具体负责本班各项团体活动。

具有良好的服务意识和团队合作意识，热爱教育事业，擅于与同学交流。

西班牙马德里快消品外企工作：综合管理

主要负责日常行政管理、人力资源事务等。

工作业绩：完成员工招聘、培训、考核等工作。为各个部门提供专业性强的员工，其中生产部7名，销售部3名，综合管理部3名，市场部5名。所处公司为国外外商独资公司，在完成各类人事工作中具有不小的挑战，面对的都是西班牙籍员工或长居西班牙的外国人。

完成行政办公室工作。公文处理，日常工作各类文件上传下达，高效快捷地完成工作。档案管理，印章管理，文印管理等。

- 3.优化及完善后勤保障服务工作，完善员工的社保福利待遇制度提高效率推动完成工作。