

**Practical Language Center (Vietnam)**

* **English**: Professional work
* **Chinese**: Native
* **Vietnamese**: Basic
* Proficient in using Microsoft Office series office software
* Proficient in using Facebook, Alibaba, LinkedIn, Google and other systems
* International Profession Certification Association Teaching Certificate
* Deputy Minister of External Relations Department of Student Union
* International Club Host
* Study: Be diligent, studious, down-to-earth, able to continuously enrich my professional knowledge, and take the initiative to learn new languages.
* In life: Cheerful and optimistic, with a wide range of interests; adaptable, and courageous to meet new challenges; easy to get along with.
* At work: good interpersonal communication skills, good at teamwork, be self-motivated, strong sense of responsibility, good logical thinking ability.
1. Independently develop local and overseas clients, through online and offline tools.
2. Obtained the first order within one month, and the annual sales volume reached 60 containers.
3. Continuously develop new clients, and provide standardized and efficient services.
4. Comprehensively understand the clients’ market, products, and price positioning.
5. Assist clients in completing order payments, provide after-sales service, and report market conditions to the director in a timely manner.
6. Execute sales tasks according to KPI, and strive to achieve it on the premise that performance is completely linked to tasks.

**Marketing coordinator**

2022/07～2023/01

1. Responsible for the consultation and promotion of company projects.

2. Manage social media (WeChat, instagram), maintain customer relationships, and increase sales.

3. Develop seasonal promotions.

4. Answer the phone and keep records of phone calls and meetings.

5. Chinese-English translation of conversations and emails.

**Marketing coordinator & President assistant**

2020/07～2021/09

1. Manage social media (Facebook, WeChat, Line) and maintain customer relationships.

2. Chinese-English translation of Vietnamese regulationl books and documents.

3. Responsible for the consultation and platform promotion of courses.

4. Assist the president in management work.

**Evaluation**

**Rita Food and Drink Co., Ltd（Vietnam)**

**iSkin Clinics Australia (Australia)**

**Sales representative**

2023/02～2024/04

BIRTHDAY： 1997 . 07 . 26

SEX： 女

DEGREE： MBA

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Basic Information

**Work Experience**

**2020/10～2022/12**

Major：MBA

**2015/9～2019/5**

Major：Finance

**Education**

**RMIT UNIVERSITY（AUSTRALIA）**

Master Degree

**JINLING INSTITUTE OF TECHNOLOGY**

Bachelor Degree

PERSONAL RESUME

Skills

**Joyce Xiong**