

Chuanhui Zhan

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Academic Background

- 09/2017-06/2021 **Guangdong University of Foreign Studies**
School of English for International Business
Bachelor of Arts in Business English (International Business Law)
- 09/2021-11/2022 **The University of Sheffield**
School of Law
Master of Law (Corporate and Commercial Law)

Work Experience

- 26/06/2023-11/03/2024 **Assistant Customer manager, Ping An Bank Co., Ltd. Zhuhai Branch**
- Assisted the senior customer manager to complete the credit business of major SOEs.
 - Wrote enterprise survey reports and industry reports.
 - Participated in business reception.

Intern Experience

- 01/02-16/06/2023 **Legal Specialist and Secretary to the Chairman, Hopefluent Group Holdings Ltd.**
- Got familiar with the business model of real estate agency companies and the key points of legal review; responsible for connecting the general legal advisor
 - Followed the chairman to participate in the work meetings; responsible for the meeting affairs.
- 19/09-21/10/2022 **Intern, People's Court of Hengqin New area of Zhuhai, Guangdong, China**
- Completed some basic legal documents, such as civil decisions relating to withdrawal of lawsuits, property preservation, changes of proceedings, and civil mediation letters.
 - Familiarized with the process of handling cases and complete the legal documents such as summons and announcement for some cases.
 - Contacted the parties to the case and meeting them to serve legal documents.
- 12/11-18/12/2020 **Intern, Dentons Law Offices, LLP(Guangzhou), Guangzhou, China**
- Finished due diligence reports with lawyers and went to the clients' companies to collect information.
 - Reviewed English and Chinese contracts.
 - Did legal research and made summary.
 - Assisted lawyers in finishing legal opinions.
- 06/01-21/02/2020 **Intern, Court Two of Civil Trial, People's Court of Xiangzhou District of Zhuhai, Guangdong, China**
- Assisted the judges in reviewing written judgements.
 - Assisted the clerks in meeting the litigants.
 - Mailed out lawsuit materials.
 - Assembled, organised and reviewed dossiers; successfully sorted out at least 50% folders and learned more legal solutions to civil and commercial loan disputes.
- 16/07-23/08/2019 **Intern Translator & Seller, The Palace Museum, Beijing, China**
- Translated the introduction of cultural and creative products from Chinese to English; made PPT slights for one product in English.

- Participated in the promotion of traditional Chinese circular fans: sending images of cultural relics to the business partner, deciding the final pattern and craft, reviewing samples and finally displaying products on shelves.
- Provided buying guidance of creative products to foreign buyers such as traditional Chinese circular fans and celadon tea sets.

On-Campus Activities

09/2017-09/2019

Monitor, Class of 1703 for Grade 2017, SEIB, GDUFS

- Led other class leaders to hold regular meetings, birthday parties and voluntary activities.
- Successfully led the class to win the third prizes of a voluntary activity and a fun sports meeting.

09/2018-07/2019

Deputy Director, Media Communication Department, SEIB, GDUFS

- Managed the department's official WeChat platform by publishing original documents; successfully raised the page view amounts of the official account.

Voluntary Service

07-09/11/2019

Volunteer, Think Tank Forum for the 21st Century Maritime Silk Road

- Received experts, like Mr Yifu Lin, the former vice president of the World Bank.

02-03/11/2019

Volunteer, Overseas Division, Guangzhou Tianyinghui International Innovation and Entrepreneurship Competition, Guangdong, China

- Received foreign guests;
- Provided translation between Chinese and English in the competitors' area.

Certificates

- TEM 8
- C1 Driving Licence