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| 图片包含 人员, 墙壁, 室内, 妇女  描述已自动生成XInyue  ZHANG (Effy) | +44 7869982408 +852 59019547  xinyue0718@hotmail.com  https://www.linkedin.com/in/xinyue-zhang-7730b298/ |

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|  | Career Objective |

A detailed and collaborative team-worker with great interpersonal skill and flexibility. Native mandarin speaker, fluent in Spanish and English, with master in Spanish literature and Psychology, seeking for opportunities in international companies to develop my future career.

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|  | **Work Experience** |

**12/2019-Present Shenzhen, China Key Account Manager of Asia Quality Focus**

In charge of Latin America and Spain Area;

Respond to all clients communication within allocated contact window in a timely manner by ticketing system, email, phone, skype, Wechat;

Support sales team for day to day communications and admin related tasks;

Liaise with Technical department for quoting and organizing documents to carry out services. Review quotes from client perspective, liaise with Sales, and adjust quotations to suit client’s needs if necessary;

Liaise with Administration team to organize client’s business travel;

Support marketing department to support for creation of marketing materials (blog articles, podcasts);

Accompany clients on business trips in China to provide translation support.

**07/2014-07/2018 Beijing, China Spanish editor of China Central Television (CCTV) News Content**

Worked as written translator and footage clip editor of trilingual (CH-EN-ES) news &other media sources, including global financial and economical materials from worldwide organizations and companies;

Coordinated the collaborative projects among the leading distributors of professional news content, such as Associated Press(AP), Reuters.

**03/2012-06/2014 Beijing, China Assistant of Economic and Commercial Section of Embassy of Mexico in China**

Work language: Spanish, English, Chinese;

Acted as one of the four consecutive interpreters for 40+ commercial, economical, agricultural conferences and business entities with Chinese government;

Interpreted for the Fifth Meeting of the Standing Committee between the governments of China and Mexico. Contributed to the signing of Memorandum of Understandings and agreements;

Acted as coordinator to the inaugural import of 400+ thousands US dollars Tequila 100% Agave to China

Contributed to the bidding of China Railway Construction Co.Ltd for Mexican City-Queretaro high-speed railway project with the transaction value of 4.4 billion US dollars

Supported in written document translation, including global trading, export & import, government official letters

In charge of 10+ visitor groups of Mexican delegations’ travel and conference arrangement in China.

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|  | **Education** |

**09/2018-10/2019 City University of Hong Kong (Hong Kong)**

Master of Social Science in Psychology

**10/2010- 07/2011 Autonomous University of Barcelona (Spain)**

Master in Spanish Language and Literature

**2008-2009** **University of Burgos (Spain)**

Exchange study in Humanities College

**09/2006 - 07/2010** **Capital Normal University (Beijing)**

Bachelor in Spanish Language and Literature

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|  | **Skills** |

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| **Working skills**:  SPSS Data Analysis System  Computer Application: Microsoft Office Certificate of National Psychological-Consultant | **Language:**  Chinese mandarin: native  Spanish：DELE C1  English：College English Test Band 6(CET6) |

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|  | **OTER Experience** |

**10/2019** **Hong Kong**

**Bilingual host for the National Day Gala of General Consulate of Spain in Hong Kong**

**10/2018-08/2019 Hong Kong Student research assistant of City University of Hong Kong**

Assist in data processing and data analysis in projects led by Dr. Samuel Ho, Associate Provost of City University of Hong Kong.

**2010-2011 Barcelona, Spain**

Volunteer as website translator (Spanish-Chinese-English) and event organizer for Amics de la UNESCO Barcelona

**09/2007- 09/2008** **Professional Language Volunteer of Beijing 2008 Olympic Games Beijing, China**

Accompanied and provided assistance for General Secretary of Colombian Olympic Committee

Working languages: Spanish, English, Chinese