

Lily YAN

Degree: Master

Major: French Language and Literature & Financial Management

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<<< Education

2015.9 - 2017.6	UIBE	French Language & Literature	master	National Scholarship
2011.9 - 2015.6	Sichuan University	French	bachelor	Second class scholarship
2012.9 - 2015.6	Sichuan University	Financial Management	bachelor	First class scholarship

Awards:

- “Elite Graduate” of UIBE (University of International Business and Economics, **Project 211**)
- “Elite Student” of Sichuan University (**Project 985 and 211 en Chine**)

Certificates:

- Chinese: native, Mandarin Second-Level A;
- French: Level 8 of Professional French;
- English: CET6;
- Accounting Qualification Certificate;

<<< Work experience

Fangyan Education Consulting Co., Ltd **Teaching Affairs** **2020-2023**
➤ Development and teaching of English courses for primary and secondary school students;

Qingdao HISENTON Energy Technology Co., Ltd. **Business Assistant and Translator** **2017-2020**
➤ Business meeting schedule and foreign affairs reception;
➤ Translation and proofreading of business and technical documents;
➤ Overseas inspection and on-site translation of the project
➤ Daily administration, personnel, and financial work processing.

<<< 项目经历

People's Daily "Belt and Road" Media Cooperation Forum **2017** **Beijing, China**
Acted as the French interpreter for the 2017 People's Daily "Belt and Road" Media Cooperation Forum, mainly responsible for the reception, schedule, and conference translation of delegations from more than a dozen French-speaking African countries. Lead foreign media workers to visit Beijing, Lanzhou, Dunhuang and other cities of CHINA, and introduce Chinese folk customs, policies and systems to them showing the spiritual outlook of contemporary Chinese people.

Project of Equipment Supply, Installation, Commissioning and Training for Ivory Coast's professional Technical College **2017-2020** **China--Ivory Coast**
In this project, the company delivered thousands of equipment including food machinery, CNC lathes, boilers, hydraulic control systems, etc. to Vocational College of Odienne in Ivory Coast. As the team leader of the International Business Department, I led the translation of the entire project, including business negotiations, contracts and financial Reporting, bidding documents, equipment technical documents, on-site training and installation translation. The successful delivery of the project has been highly recognized by the leaders of both China and Ivory Coast.

Education and training project **2020-2023** **Qingdao, CHINA**
Under the French *Crèche Entreprendre* education concept, I established the Community Reading Center with my partner to develop and teach English courses for primary and secondary school students, creating a free and loving reading and learning environment for domestic children.

<<< Skills and hobbies

Skills:

Memo Q and Microsoft word/excel/powerpoint;

Hobbies:

Reading and Running