

# Curriculum Vitae

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## Personal information

Name	Dina Bossenbroek-Xiao
Birthday	9 June 1984
Address	Albast 21 2719TV Zoetermeer, the Netherland
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## Education background

2013-2017	LOI/Schoevers, course of Personal Assistant, the Netherlands
2003-2007	University Ningbo in China, bachelor degree in English language and literature

## Working experience

2016-now	<p>Since May 2016 I have been working as a freelance translator English/Dutch/Chinese.</p> <p>Companies I have been working with:</p> <ul style="list-style-type: none"><li>- ZDHC (zero discharge of Hazardous chemicals program, org)</li><li>- Testbirds</li><li>- Jonajo Consulting</li></ul>
2013- 2017	Study period
2010- 2012	<p>Siemens Ltd., China (SLC)</p> <ul style="list-style-type: none"><li>-Executive assistant to the Chief Procurement Officer (CPO) South East Asia/Vice President SLC</li><li>-Office manager - Dep. Supply Chain Management (SCM)</li></ul>
2008 - 2010	<p>Beijing Media Star Advertisement Co., Ltd</p> <ul style="list-style-type: none"><li>- Translator and editor</li></ul>
2007- 2008	<p>BMW Dealer Ningbo and Cixi Baoheng in China</p> <ul style="list-style-type: none"><li>-General Manager assistant</li><li>-Dealer Qualification Program (DQP) Team assistant</li></ul>

## Languages

Chinese/Mandarin	Native
English	Fluent
Dutch	Fluent
German	Basic

## Training and skills

Personal Assistant course at LOI/Schoevers  
Including the following parts:  
Business Dutch writing, Schoevers  
Business English Vantage, Level C1, British Council  
Business economics, Schoevers  
Word, Excel and PowerPoint ECDL certificates (European  
Computer Driving License)  
Secretarial Practice, LOI  
Middle Management, NEMAS  
Meeting minutes, Schoevers  
Communication, Schoevers  
Proficient at Microsoft Office software's  
Driving license

## Hobbies

Travelling, reading, sports

## Motivation

My drive to work as a translator is the love I always have for languages. As a translator I don't only play with words, but I also think together with my clients. My goal is to make sure that the work is done before the deadlines without any compromises in quality.

## References

Mr Emmanuel Deligans, CPO & VP Siemens Ltd., South East Asia

Mr Helge Hildebrandt, Category Head of IT, Siemens AG

Mr Richard Spencer, Manager Field Force, BMW Group

Ms Alisa Muensterberg, Communications Coordinator, ZDHC Programme