
GUEST RELATIONS MANAGER

PROFIL

Beyond language skills, a good Guest Relations Manager must be able to understand people! This I can provide. Having lived in China for more than 5 years, I have become very fluent in 2 major worldwide languages, Chinese and English. But I also got to understand their way of thinking, a very useful skill in order to bridge cultural differences. Hard working and autonomous, I can reach goals to meet my employers and clients' satisfaction.

EXPERIENCES

SELF EMPLOYED IN TEACHING AND TRANSLATION – 2015~NOW

Since march 2015, I work as a free lance. I have been teaching french online for the last 3 years. Over the past few years, I also worked as an interpreter.

COMMERCIAL, FRANCE – 2013

Working as an assistant for a robotic compagny : Robocana. Goals : Clients call, email, accounting, deal with robotic furnitures.

INTERNATIONAL RECEPTIONIST PARIS 2012

Working for an international private bank : ODDO. Goals : Welcoming the clients, arrange schedule and business lunch for them, deciding appointments for bankers and clients.

FRENCH TEACHER OCEAN UNIVERSITY CHINA 2007~2012

Teaching French to Chinese students who were heading to get a scholarship in France. Lessons preparation, poems, songs, theater, oral exercices, exams training.

FRENCH-ENGLISH TEACHER CHINA 2007~2012

Private tutoring. Create and built private classes and adapt to each student.

EDUCATION

OCEAN UNIVERSITY OF CHINA CHINESE TRAINING 2007~2008

ENGLISH LICENCE OCCIDENTAL UNIVERSITY FRANCE 2006~2007

BACHELOR DEGREE MEDICAL SCIENCES AND SOCIAL FRANCE 2002~2003

SKILLS

With more than 10 years experience in different areas, my senses of adaptation, communication and languages skills are on a high level. I am also computer literate.

LICENCE

Driving licence