

朱 树

TRACY ZHU



基本信息 PERSONAL INFO

性别/Gender: 女/Female	政治面貌/Political Status: 中共党员/Party member of CPC	现居住地/Residential Address: 江苏宜兴/Yixing City, Jiangsu
出生年月/Date of Birth: 1994.01.25	工作年限/Dates Employed: 6年/6 Years	联系方式/Contact Info: 13382260125 787112033@qq.com

个人简介 PROFILE

本科毕业于天津外国语大学，在校期间曾多次获得国家级奖学金和校级奖学金。大二时期受国家留学基金委资助，参加国际区域问题研究及外语高层次人才培养项目，赴坦桑尼亚达雷斯萨拉姆大学交流，研究非洲文化并进一步夯实英语基础。本科毕业后任职于紫金矿业集团刚果（金）子公司，从事一年半人事行政及相关翻译工作，后赴加拿大研习人力资源专业知识。

长期的海外学习和生活经历，使我具有更广阔的国际视野，更强的适应能力以及跨文化沟通能力。工作中积极主动，认真负责，独立意识和服务意识突出，应变能力及抗压能力强。

Trilingual in English, Swahili, and Chinese, French learning in progress, with working experience in human resources management, translation and interpretation, administrative support, customer service, and machinery manufacturing industry. 5-year of overseas study and work experience has enabled me to have a broader international vision, stronger adaptability, and cross-cultural communication skills.

教育背景 EDUCATION

2017.09~2018.08	加拿大亚岗昆学院 Algonquin College, CA	人力资源管理 HR Management	研究生 Post-Graduate Certificate Program
2013.09~2015.06	天津外国语大学 Tijin Foreign Studies University, CN	斯瓦希里语(斯英双语) Swahili (Bilingual in Swahili and English)	大学本科 Bachelor's Degree
2012.11~2013.09	坦桑尼亚达雷斯萨拉姆大学 University of Dar es Salaam, TZ	斯瓦希里语(斯英双语) Swahili (Bilingual in Swahili and English)	公派交换留学生 Government-Supported Exchange Student

工作经历 WORKING EXPERIENCE

2020.08~2021.04

徐州工程机械集团有限公司

Xuzhou Construction
Machinery Group Co., Ltd

人力资源专员

Human Resources
Management Specialist

中国徐州

Xuzhou, China

1、根据公司的总体战略计划和员工培训需求，制订、组织、落实公司年度和月度培训计划，并检查计划实施情况，对培训效果做出客观评估，提出培训新方案；

Communicated with managers to identify training needs and mapping out development plans for teams and individuals, developed annual and monthly training plans that align with organizational strategies and needs assessments, monitored implementation, collected training evaluation data, provided feedback, and proposed new plans;

2、负责专项人才培养项目，包括方案策划、培训实施、考核激励和培训评估的管理工作，并撰写员工培训总结报告；

Responsible for managing, designing, developing, coordinating and conducting Special Talents' Programs and professional development;

3、负责教育经费使用管理（每月实际支出与预算差额不超过5%）；

Developed and managed the training funds, the difference between actual expenditure and budget shall not exceed 5% per month;

4、负责内训师管理工作，包括内训师培养、认证及动态管理；

Responsible for internal trainer management, including training, certifying and scheduling;

5、负责公司课程资源的管理，及时更新课程，定期实施认证工作；

Maintained and updated curriculum database and training records, managed knowledge sharing platform, assisted in planning and implementing training courses and materials for each department;

2018.11~2020.08

SSENSE

英汉翻译

Chinese Translator

加拿大蒙特利尔

Montreal, CA

1、负责根据根据SSENSE术语，翻译产品、设计师品牌信息、推送邮件、网站导航等内容；

Translated the e-commerce copy, as well as newsletters, SEO-driven texts, external communications and other ad hoc requests from English to Simplified Chinese;

2、定期检查、维护和更新术语库，确保翻译的准确性、一致性和本土化；Assisted in writing, implementing and updating tone, approach, and stylistic guidelines for the Chinese product-centric channels;

3、保持严格的质量标准，合理分配不同内容的翻译时间，保质保量完成翻译任务，提高团队效率；

Maintained strict standards of quality control to ensure content is consistent, accurate, and properly translated or adapted; maintained a rigorous schedule that meets deadlines, capacity and quality targets.

2018.07~2018.08
Partners in Parenting

人力资源助理 (实习)
HR Assistant (Intern)

加拿大渥太华
Ottawa, CA

1、负责招聘工作，包括完善岗位描述、公司内部与外部发布招聘信息、简历筛选、面试、背调、新员工入职手续办理等；

Maintained company job boards and postings; Tracked response rates and performance for continuous improvement; conducted prescreening interviews, assisted in performing reference and background checks for potential employees, etc.;

2、参与绩效管理相关工作，包括员工培训与开发管理、业绩考评等。

Assisted in performance management through training and development.

2015.06~2017.08

COMMUS of Zijin Mining
Group

人事行政翻译

Administrative Interpreter &
Translator

刚果 (金) 科卢韦齐
Kolwezi, DRC

1、负责人力资源部门考勤、绩效评估、招聘等工作 (共计招聘当地员工30余人，主要岗位为保安、清洁工、园艺工等)；

Responsible for part of HR work, such as supervising work attendance, managing performance evaluation, and recruitment and selection. Hired over 30 employees in DRC;

2、负责食材采购和质量监督工作 (在职期间，通过对多家供应商的考察和评比，在保证员工伙食质量的基础上，食材费用降低6000美元/月)；

Supervised the canteen, reduced the monthly food cost by \$6000 with the meal quality unchanged;

3、负责公司征用基建场地地的青苗补偿项目 (现场沟通200余户，费用超15万美元)；

Proposed and managed the crop compensation project: a three-stage project with the payment of over \$150,000 to more than 200 families;

4、负责公司商务接待及会场安排工作；

Managed business visit, provided administrative support, coordinated department project work as required;

5、负责公司固定资产及非固定资产的日常管理及员工后勤保障工作；

Managed office supplies, goods, and real estate, arranged accommodation for staff;

6、与上述工作职责相关的翻译工作。

Provided interpretation and translation when required.

其他技能 SKILLS

·斯瓦希里语/Swahili - Advanced

·英语/English - Advanced

·法语/French - Intermedia

·汉语/Chinese - Native