

Resume

Personal Information

Name: JIAJIE CHEN

English name: Coy

Gender: Female

Birth Date: 5th Oct, 1991

Cell phone: +64 22 6815577

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Education Background

Sept.2010~July.2013 TAFE Queensland Diploma of International Business

Courses: Make a Presentation, Manage Operational Plan, Profile International Markets, Analyze Consumer Behavior, Risk Management, etc.

Languages: Mandarin (Native), English (IELTS 6.5)

Social Experience

New Zealand

✓ **Jan.2019~Feb.2018** Fortune Fruit Packer

✓ **Oct.2018~Dec.2018** Southern Seafoods Packer

✓ **Aug.2018~Dec.2018** South Sea Hotel Housemaid, waitress, dish washer & café

✓ **Jul.2018~Jul.2018** NZSki Casual Service Attendant

Preparing, displaying and serving food, bar service, cashier duties, maintaining cafe & table cleanliness and dealing with guest enquiries.

✓ **Jun.2018~Jun.2018** Queenstown Winter Festival Volunteer

✓ **Apr.2018~Jun.2018** Trevelyan's Packer

Shanghai

✓ **Nov.2016~Nov.2017** Wallstreetcn.com Sales Consultant (Financial) Ad Dept.

*As a leading digital financial media in China, it provides 7*24 hours information and deep analysis in global financial market to the users.*

Expanded new clients, conducted negotiation and drafted business proposal for marketing service targeting financial companies interested in advertising. Contributed to further cooperation with Interactive Brokers, CMC Market, IG, ACY, easy Markets, etc., and established a solid cooperative relationship with brokers and foreign securities dealers.

✓ **Sept.2016~Nov.2016** YK PAO School Swimming Instructor (Part-time)

✓ **Feb.2014~Feb.2016** Gurunavi (Shanghai), Inc. Sales Dept.1 Manager

A catering consulting company established in Japan in 1996 now offering consultation services for more than 100,000 food and beverage stores and suppliers of restaurants worldwide.

Phoned, walked in and sold advice with advertisement to restaurants and reached Top Sales from April to September in 2015. Helped restaurants solve their problem and hit their demand. Contributed to Food and Beverage Summit and trained freshmen.

✓ **July.2013~Sept.2012** Ringier(www.beitaichufang.com) Editor & Sales Assistant

Compiled, improved and corrected the raw version of advertorial. Coordinated with sales person and planned creative advertising proposal for Ad Company. Also carried out new media activities

✓ **Oct.2011~Mar.2012** Häagen-Dazs Jingan Branch Waitress

Responsible for any requirements from guests, processed orders, served the dishes and reckoned the bill. Achieved Top 3 in selling new products for three months in the store.