

Marie Chia-Chi Lin

林嘉琦

6, ALY 4, LN 107
Hoping E. Rd. Sec.2
Taipei, Taiwan 106

(Home) +886-2-2905-3722
(Cell) +886-915-321-000
chiachilin@hotmail.com

Position Sought

Multimedia textbook editing, which utilizes and develops my skills in editing, multimedia material production and interpersonal communication.

Education

2010 ~ 2014 B. A. Department of English Language and Literature, Fu Jen University

Job Related Courses: Web Design, Computer Assisted Instruction, Research & Bibliography.

Technical Skills

- MS Office 2010
- Frontpage 2013
- Macromedia Dreamweaver 8.0
- Windows Media
- Adobe Photoshop

Business Skills

- Project Management
- Team Development
- Communication Skills
- Presentation Skills

Languages

- English: Proficient in writing and speaking
- French: Good in speaking
- Mandarin Chinese (mother tongue)
- Taiwanese (mother tongue)

Experience

2013 ~ 2014 English Teacher, KOJEN English Language School

- Taught adults students in two classes, each 20 people.

2011 ~ 2013 Deputy Club Leader, Chinese Classical Music

- Edited two textbooks for Nan-hu (Chinese violin)

Reference

Available upon request

HSIN-MEI CHIU 邱欣梅

Address: No.24, Lane 115, Sec. 1, Datong Rd., East District, Tainan 701, Taiwan, R.O.C

Home Phone Number: 886-6-213-7686 Cell: 886-958983828

Email: joannee@so-net.net.tw

EDUCATION

2006-2010 FU JEN CATHOLIC UNIVERSITY Taipei, Taiwan

Bachelor of Arts

- Major: English
- GPA: 3.46 (for the last 60 credits)
- TOEFL: 253 (TWE 4.5)

WORK EXPERIENCE

2010-2012 CHI MEI OPTOELECTRONICS CORPORATION Tainan, Taiwan

Executive Assistant of Senior Director, Procurement Division

- Negotiated equipment contracts with suppliers such as Nikon and NSK, and completed the contract format for subsequent orders of up to NT\$ 80 billion.
- Acted as English interpreter for the President of Chi Mei in conferences and helped facilitate smooth and effective communications between attendees.
- Managed 40 contracted assistants in the creation of cost reduction plans and efficiency improvement plans.
- Hosted weekly meetings to consolidate resource needs from assistants and fulfill the needs through discussions between both Chi Mei and outside human resource companies.
- Created a complete database of Chi Mei museum's collection and utilize it to raise company image and customer recognition.

Coordinator --- 3M – Chi Mei day and Corning Seminar

3M – Chi Mei day

- Organizer of the 3M – Chi Mei day, a large scale marketing campaign, which was attended by the General Manager of 3M Taiwan, directors of 3M's seven global businesses, and the Chairman of Chi Mei Groups.
- Formulated and finalized the plans for the campaign with 3M's representatives and departmental representatives within Chi Mei after resolving conflicts and issues.
- Enhanced mutual understanding between 3M and Chi Mei and provided a chance to develop potential cooperative opportunities with 3M.

Corning Seminar

- Responsible for arranging the seminar given by Mr. James Houghton, CEO of Corning Incorporated.
- Synchronized technical, purchasing and general services departments to display all series of Chi Mei products during the Corning Seminar.

2009-2010 VOLUNTEER WORK Tainan, Taiwan

Interpreter-- American Education Fair

- Provided visitors an introduction of the education fair as well as guidance within the education fair.
- Assisted potential students in interacting and communicating with various American universities' representatives.

Assistant-- Business Administration Department of Fu Jen University

- Assisted with designing the process flow for the International Academics Seminar.
- Translated between Chinese and English for visiting foreign scholars.

ADDITIONAL INFORMATION

- Experienced with Access, Excel, Word and Power Point
- Chinese (Native), English (Fluent)

3F, #26, Alley 217, Da-Xing St.
Chong-Li 320, Taiwan, R.O.C
Tel: +886 (3) 7654321
Cell: +886 922533229
E-mail: smile_la@yahoo.com.tw

Lin, Jin-Chin

Objectives:

Short term: Get MSc degree in Marketing program at the University of Bath

Long term: Devote myself to marketing related career

Experience:

4/2012 ~ present **Marketing Supervisor**, Marketing Department, Waterford Wedgwood Taiwan Ltd.

- Established marketing plan for Waterford, Wedgwood and Rosenthal
- Created new product launch campaign to achieve sales target
- Evaluated the results of the sales promotion
- Accomplished annual business report
- Established media plan for Waterford, Wedgwood and Rosenthal
- Created special projects for VIP customer
- Hold training program for special project and new employee

9/2010 ~ 3/2012 **Marketing Specialist**, Marketing Department, Waterford Wedgwood Taiwan Ltd.

- Executed retail promotion activities to generate actual sales
- Assisted retail VIP maintenance and special project executed
- Media contact window in charge of product advertisement matters
- Arranged press conferences, publicities and product loaning for media reports
- Conducted monthly research reports for competitors media exposures

12/2008 ~ 8/2010 **Marketing Coordinator**, Marketing Department, Waterford Wedgwood Taiwan Ltd.

- Media contact window in charge of product advertisement matters
- Arranged press conferences, publicities and product loaning for media reports
- Orderly observation on competitors media exposures for research reports

7/2008 ~ 12/2008 **Store Manager**, The Second Department, IDEE Department Store

- Contact window with brand to manage retail affairs
- Executed store activities to achievement sales target

Education:

9/2008 ~ 6/2012 BA, Department of English, Fu-Jen Catholic University (FJU), Taipei (overall average grade 77.7/100)

- Related Course: Marketing Management (grade 90/100) / Tourism Marketing(grade 87/100) / Software Agents in Electronic Commerce (grade 80/100)

Activities:

9/2011 ~ 6/2012 **Vice-President of Public Relations**, English Department Student Association, FJU

- Designed yearly student activities for English Department: Freshman Welcome Camp, Halloween parade, English Week etc.

9/2009 ~ 6/2010 **Chief, Gender & Women's Studies Club**, FJU

Skills and Interests:

Languages: Chinese Mandarin, Taiwanese, English (IELST 7.0), Japanese (Japanese-Language Proficiency Test, Level 4)

Interest: Reading (Intelligent life for world trend and fiction for entertainment)