

# Kim Xiaojin ZHONG

Contact: 086-13510292619 Email: kim.zhong316@gmail.com

## EDUCATION

---

### **BEIJING FOREIGN STUDIES UNIVERSITY**

School of English and International Studies Beijing

B.A. received July, 2009

Major: International Communication and Journalism

Honors: Leader of VJ Association, 2007-2008

Director of Photography & Tour Association, 2006-2007

Activities: *107 investigation*, reporter, 2005-2007

*Friends of Nature*, Chinese-English translator, 2008-2009

### **PEKING UNIVERSITY**

School of Economics (on-the-job training) Shenzhen

Master in General Finance, expected in 2015

## EXPERIENCE

---

### **Peking University School of Transnational Law (STL)**

Shenzhen

*Assistant Director for Communications*

*Jul 2012- Present*

#### ■ *Media work*

- Maintain relationships with local Media
- Promote events and activities for the school
- Built Bilingual Website and update the contents of the web
- Design brochures and pamphlets for advertisement
- On-line publicity and supervising
- Share Information and news internally

#### ■ *Academic work*

- Keep contacts with international faculty for course information and class schedule
- Purchase casebooks and reference books from China and US

*From April 2009 to June 2012, she has worked at Peking University School of Transnational as Executive Assistant, Media Officer and Senior Officer of Communications, doing with faculty support, student affairs, academic affairs, marketing and promotion.*

### **PART-TIME WORK EXPERIENCE**

Translator in Beijing Hezhong Guanghua International Advertisement Company 2007-2008

Office Assistant in Global Translation Consultancy Ltd. Company 2008-2009

### **VOLUNTEER EXPERIENCE**

VMC Press Mixed Zone Assistant during Beijing Olympics

NPC Assistant of Hungarian Paralympic Team during Beijing Paralympics

Teaching English for Soldiers at Tian'an Men

### **ENGLISH PROFICIENCY – TEM8**