

# JIN Zhijing

Email: zhijing.jin@outlook.com

Phone: (852)53199215; (86)13671847280

Address: 5/F, 406A Des Voeux Rd W, Hong Kong

1 I am a proactive, teachable and meticulous individual with enthusiasm for future work. Versed in languages and presentation, I am seeking a role in creative industries to get fully devoted to and to further build on my abilities.

## Education

2015 – Present **The University of Hong Kong**

**Bachelor of Engineering (Computer Science).**

Latest Semester GPA: 3.94, Cumulative GPA: 3.75

2012 – 2015 **No.2 High School of East China Normal University (Shanghai's top high school)**

Academic Proficiency Test: Chinese(A), English(A), History(A), Geography(A), Mathematics(A), Computer Science(A), Physics(A), Chemistry (A), Politics(A).

## Work Experience

July-Aug 2016 **International Teacher, in Eastern International Academy**

**Phnom Penh, Cambodia**

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- Organized English, Science, Mathematics and Speaking courses for kids
- Broadened local students' horizons on an international level
- Developed valuable insights into education and economy in Cambodia

May-July 2016 **Underwriter in Property and Casualty Insurance,**

**in Djam Insurance Brokerage Inc.**

**New York City, U.S.A.**

- Processed applications for auto, homeowners and commercial insurance
- Dealt with emails, phone calls, faxes and mails with multiple wholesalers, financing companies and clients
- Communicated with underwriters for clarifications and follow-ups of clients' policies
- Settled technical problems on office computers and scanners

July-Aug 2016 **Activity Assistant, in Shanghai X-monster E-commerce Co. Ltd.,**

**Shanghai, China**

- Negotiated with recreational businesses and interested consumers
- Co-conducted activities with relative businesses
- Promoted each activity and expanded customer base
- Drafted reflective reports on each activity

## June-Aug 2014 Teaching Volunteer, in Three-leaf Clover Kindergarten for Autistic Children

### Shanghai, China

- Assisted teaching activities in four-student classes
- Trained autistic children's personal interaction skills
- Acquired knowledge on autism symptoms and treatments

## Skills and Abilities

### LANGUAGE PROFICIENCY

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- English: IELTS Test Band 8 (9.0 in both Listening and Reading), CEFR Level C1.
- Cantonese: Proficient.
- Mandarin Chinese: Native. Versed in spoken and written Chinese (both traditional and simplified Chinese).
- Japanese: Conversational.
- Shanghainese: Native.

### IT SKILLS

- Mastery of Microsoft Office packages, Google Tools, Prezi and Powtoon.
- Abundant experience in making promotion materials like posters.
- Enthusiasm for learning new IT skills, if needed.

### WRITING and PRESENTATION

- Excellence in Writing: Both poetic and promotional writing.
- Confident Presenter: Delivery of presentation and public speech on occasions including Student Sharing in HKU Admission Talk 2016, MC in Opening and Closing Ceremony of Campus Art Festival, etc.
- Communication Skills: Confidence in interpersonal communication and cooperation.

### INTEREST and HOBBIES

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- Active volunteer worker for charitable NGOs.
- Enthusiastic interest in Zen, literature, languages and history.
- Enjoy dancing, calligraphy, swimming, yoga and Tai Chi.