



# Alice Zhai

STUDENT

## CONTACT



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## PROFILE

As a recently graduated high school student with a passion for learning new skills, I bring a unique perspective to the field. With a diverse cultural background due to living in Germany as a Chinese, I possess strong communication skills and adaptability.

## LANGUAGES

German – native speaker

Chinese – native speaker

English – fluent (Cambridge C1 level)

Spanish – fundamental

## HOBBIES & INTERESTS

Karate – black belt (1<sup>st</sup> Dan)

Guitar – self-taught (good)

Piano – self-taught (good)

Web Design – self-taught (good)

Traveling – explore & experience

Rubik's Cube – 2x2, 3x3, 4x4

## REFERENCES

Available upon request.

## EDUCATION

2015/08 – 2023/08 Abitur at Rosa-Luxemburg-Gymnasium

2014/12 – 2015/06 Grundschule Platanus

2011/06 – 2014/12 Grundschule Berlin Metropolitan School

## SKILLS

### Programming

- HTML (very good)
- JavaScript (good)
- 10 finger typing system (expert)
- CSS (very good)
- Python (fundamental)
- Java (fundamental)

### Computer & Software

- Microsoft Office (Word, Excel, PowerPoint – very good)
- Adobe (Dreamweaver, Illustrator, Premiere, Photoshop – very good)

## WORK EXPERIENCE

2020/01 – present day Karate Instructor at *Ki-Dojo e.V. (Berlin, DE)*  
- instructing kids (age 3 – 17) and adults (age 18+) at beginner, intermediate and advanced level  
- Junior Instructor Team Manager

2023/06 – present day Personal Assistant at *Business Consultant Heinrich von Jagwitz (Berlin, DE)*  
- organizing daily schedule / calendar management  
- paying bills, handling mails and phone calls

2023/06 – present day Office Assistant at *BTB-Bildungszentrum GmbH (Berlin, DE)*  
- data entry with MS Office  
- preparation and editing of final documents for tax office

2023/07 – present day Interviewer at *Silverlining Research (Berlin, DE)*  
- interviewing passengers at BER airport for Danish Consulting Company  
- data research