

JAN CZIZIKOW



PERSONAL DETAILS

📅 12 June 1992
🇵🇱 Polish
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PROFILE

Currently a senior undergraduate business student in Donghua University, living in China since 2012. Passionate about marketing, PR, branding and serious about future career in related business field. Highly motivated, proactive and adaptable fast-learner, eager to further develop his skills through a challenging experience. I believe that education is based on two pillars: theory and practice, thus, I engaged in a couple of part-time positions through studies.

EXPERIENCE

Social Cloud China

Full & Part-time / 1 year
July 2015 - May 2016

- **Marketing Assistant**

- Assisted in developing marketing campaigns
- Assisted in organizing events and press conferences
- Created and maintained relationships and partnerships with media and sponsors
- Organized and attended meetings with clients and potential partners
- Compiled reports and marketing materials (newsletters, social media content, press releases, brochures, posters)

Winwho Technology

Part-time / 4 months
March 2015 - June 2015

- **Event Marketing Intern**

- Assisted in planning, organizing and implementation of online and offline events
- Product and brand promotion via public relation activities
- Edited, maintained and updated “财神所聘 / Caishen Lockscreen” app wallpapers

Fujian Hotel

Full-time / 2 months
July 2014 - 2014 August

- **Hotel Guest Relation Officer**

- Offered assistance and provided needed or sought information to the guests
- Solicited guest responses, concerning their satisfaction and complaints
- Conducted inspections of the lobby, monitored officers, reported unusual occurrences, handled lost-and-found matters

EDUCATION

Donghua University, China

2014 - Present

- **Bachelor of Business Administration**

- GPA 3.2/ 4.0
- English-taught Business degree with Chinese courses

Beijing Language and Culture University, China

2012 - 2014

- **Chinese Language Studies**

- Mastered 2,500 commonly used words and related grammar patterns
- Passed HSK5 with a total score of 235/300 - 06.2014

SKILLS & EXPERTISE

Languages

Polish: Native
Russian: Bilingual
English: Fluent
Chinese (Mandarin): Proficient

Technical

Microsoft Office: Advanced
HTML5 & CSS3: Intermediate
Adobe Photoshop: Basic
Adobe Illustrator: Basic

Knowledge

Social Media Marketing
Marketing Communications
Public Relations

Interests

Traveling
Skateboarding
Digital Marketing & Web Design

REFEREES

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