**ZHU Jinghan/Helen**

**IANG Visa Holder (EXPIRY DATE: NOV 2026)**

**E-mail:** jinghanzhu@link.cuhk.edu.hk ｜**Profile:** www.linkedin.com/in/jinghan-zhu-helen

**Self-evaluation**

* **Skills:** Microsoft Office, Word Processing, FCP, Capcut, Canva, Photoshop.
* **Language:** Mandarin (Native); English (Fluent); Cantonese (Basic)

**Education Background**

**The Chinese University of Hong Kong 09/2023 - 11/2024**

Master of Arts in Literary Studies

**Lingnan University, Hong Kong**  **09/2019 - 05/2023**

Bachelor of Arts (Honors) in Contemporary English Studies

**Internship Experience**

**Hong Kong · Tang Contemporary Gallery 12/2024 - NOW**

*Part-Time*

* Assist in day-to-day operations including opening and closing, sourcing materials, running errands, and supporting all foundation departments and team members in Hong Kong;
* Write, translate, and review materials required for foundation exhibitions, such as PR articles, artist bio, cv, artwork index, and so on;
* Create content for official Instagram account;
* Making and manage Tang’s official website using WIX;
* Manage platforms including Artsy, Dome, and Artlogic;
* Package artworks that buyers have bought;
* Create receipts, certificates, and other documents;
* Handle the official email account and edit content using MailChimp;
* Manage reception duties such as answering phone calls, addressing visitors' inquiries regarding prizes and other information, handling parcel collection, and performing various ad-hoc tasks as needed.

**Hong Kong · Day Glow International Group Ltd. 11/2024 - NOW**

*Part-Time*

* Creating posts, pictures, videos, and Reels on the company's Facebook, Instagram, and Xiaohongshu accounts to enhance brand awareness and drive sales;
* Writing and translate materials as required by leaders;
* Contributing to and execute various marketing activities, including discount - based promotional campaigns, Chinese New Year - themed activities, and Christmas - themed activities;
* Managing online store (official website);
* Contact with vendors to order required products.

**Ningbo · Yinzhou High School 09/2024- 10/2024**

*Administrative Assistant Intern*

* Assisted in full spectrum of human resources activities, including handling incoming calls, CV checking, and document managing;
* Facilitated public affairs operations, including assisting in meetings, summarizing meeting records, photographing, and managing other materials;
* Provided on-site support during events, such as sports meeting, academic meeting, School Open Day, and so on;
* Created contents for the official social media account to drive promotion;
* Wrote official reports, documents, and articles as required by leaders.

**Wuhan · Shuwen Technology Co., Ltd (Museum) 06/2024 - 09/2024**

*Museum Material Assistant Intern*

* Provided service for the “Digitalization of Ancient Books” program at Ningbo Tianyige Museum;
* Conducted Proof-reading;
* Edited photos of ancient books with Photoshop;
* Assisted with genealogy website making;
* Managed museum inventory and IP address;
* Compiled statistics, inputted and reported data;
* Processed data with OCR tool;
* Wrote and modified articles as required by leaders.

**Ningbo · Vision English School 07/2023 - 08/2023**

*Teaching Assistant*

* Tutored students with after-school assignments and helped them cope with their learning challenges;
* Assisted with homework and prepared students for IELTS/TOEFL examinations;
* Managed students on a daily basis, answered students’ questions, and dealt with classroom emergencies;
* Communicated with parents and main teachers about students’ study progress.

**Ningbo International Exchange Service Center Co., LTD 06/2022 - 08/2022**

*Translator Intern*

* Supported clients with their inquiries and answered calls;
* Provided translation services for all types of documents (including English to Chinese and Chinese to English) based on their needs;
* Delivered clients’ visa application.

**Ningbo · New Oriental Education & Technology Group** **07/2021 - 08/2021**

*Teaching Assistant*

* Tutored students with after-school assignments and helped them cope with their learning challenges;
* Assisted with homework and prepared students for IELTS/TOEFL examinations;
* Managed students on a daily basis, answered students’ questions, and dealt with classroom emergencies.

**Shanghai Qiaobutang Information Technology Co., Ltd. 05/2020 - 08/2020**

*Operation Training*

* Participate in all training programs and gain a comprehensive understanding of social media account operation;
* Accountable for managing the social media account and contributing articles for this account;
* Collected job advertisements and analyzed job market situation;
* Promoted business on social media platforms.

**One一個**  **05/2020 - 05/2020**

*Short-term Operation Training*

* Assisted in preparing weekly contents on social media platforms;
* Formulated marketing strategies to build awareness and engagement for brands.

**Project Experience**

**Greater China Youth Exchange Center 02/2022**

* Design of Public Welfare Projects for College Students, Online Project-Based Learning Program;
* Completed the course ***How to Develop a Charity Project***, ***Development of Public Benefit Initiatives***, and ***How to Develop a Public Welfare Project Plan***;
* Collaborated on the design of a deliverable pro bono project and planned a formal program of events;
* Awarded the 2022 Outstanding Researcher.

**Volunteer Experience**

**Ningbo Family Education Guidance Center**  **08/2022**

* Assisted with exhibition layout and setup;
* Guided, greeted, served guests, and answered questions for guests at the activities.

**“Yixue Cup” National College Students’ English Vocabulary and Comprehensive ability 04/2020**

**Competition**

* Promoted brand awareness via social media.