# Zhen(Janine) Qiao

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Nationality China

www.zhenqiao.online Personal website

2022.12 - now

Learning user experience and user interface design (UX/UI) with Google's online program; learning HTML, CSS, javascript.

2022.07 - 2022.11

### Huawei Technologies Düsseldorf GmbH

### Experience

### **Sales Management Assistant**

- Acted as interface between the Western European Regional Office and the offices in the European countries, communicated and collected sales operations information, assisted producing presentation materials and reports.
- Created the posters and internal promotional materials
- Assisted the operations of the department (managing office documents, the organization of meetings, etc.).

### 2018.03 - 2022.02 International School of Management (ISM), Frankfurt am Main

#### **Education**

### Master of Art in International Business

Consulting project: Strategic realignment of "Grafik Idee Textilwerbung"

Analyzed the existing customer base, identified attractive untapped customer segments and developed new customer outreach strategies

Master thesis: Analysis of the Impact of Mergers and Acquisitions on Company

Performance with an Emphasis on Financial KPIs

### 2019.01 - 2019.03 Atos Co., Ltd (Shanghai), China

### Experience

### **Procurement Assistant in the IT division**

- Liaised with the suppliers, coordinated and facilitated the tendering processes
- Collection, collation and analysis of suppliers' information through analytical tools

2016 - 2017

Preparing Visa and Learning German for Coming to Germany

2011.09 - 2016.07 Xi'an University Of Architecture and Technology, China

**Education** 

**Bachelor of Science in Architecture** 

### 2015.07 - 2015.10 Xianyang Architecture Design Institute, China

## **Architect Assistant**

Assisted chief architect with project design using AI, Photoshop and AutoCAD

### **Extracurricular Activities**

2018 - 2020

Member of Chinese Students and Scholars Association of Frankfurt-Rhein-Main Region Responsible for the promotion materials and publicity of the association's activities, and the promotion of small German companies on Chinese social-media platforms.

Languages

Chinese: Native;

English: Very good;

German: Good knowledge (B2)

**IT Skills** 

MS Office (Excel, PowerPoint, Word, Outlook); Adobe Illustrator & PhotoShop, Blender,

3D Max, Procreate; HTML, CSS, Javascript(basic).

Interests

Graphic design; Digital art; Photography; Hiking; Music;