

MATILDA JIN

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EDUCATION

09.2014-12.2015	MA International Journalism University of Leeds	Leeds, United Kingdom
09.2009-07.2013	BA International Economics (GPA 3.8/4.0; First-rate scholarship 2011; secondary scholarship 2010; absent from the scholarship competition 2012 because of the exchange program; "top 10 activist" in social involvement 2011; so-called "Three good" student 2011) Tianjin Foreign Study University	Tianjin, China
09.2012-07.2013	Exchange Program Aston University	Birmingham, United Kingdom

INTERNSHIP

11.2013-05.2014	SINA (Shenzhen Finance channel) <ul style="list-style-type: none">● Assistant News Editor<ul style="list-style-type: none">i. To filter information from both online and offline news platforms; ensure the quantity and quality of online news content by editing and updating articles in a regular term. And be sharp with concurrent financial occurrences;ii. Participate in local events, interviewing relevant individuals and obtaining first-hand news material;	Shenzhen China
07.2012-09.2012	China Merchants Bank <ul style="list-style-type: none">● Accounting Department Intern<ul style="list-style-type: none">i. Collaborate with co-workers to review account information of registered corporations;ii. Deal with detail-oriented issues such as examination of business certificate and patent license;	Shenzhen China
07.2011-09.2011	Kingdee Sofeware(China) Co.Ltd <ul style="list-style-type: none">● Intern<ul style="list-style-type: none">i. Entering data into lately-developed digital financial system which is under examination to ensure the efficiency and accuracy of the vary system;ii. In support of legal counsels to prepare PPT materials for annual report of legal department;iii. Other errands distributed by the line manager.	Shenzhen China

SOCIAL INVOLMENT

10.2011-05.2012	VE Oral English Training	Tianjin China
	<ul style="list-style-type: none">● Operator<ul style="list-style-type: none">i. Be accountable for daily management of the organization, negotiating and collaborating with Marketing and Teaching Assistants in operational details.ii. Developed timetable which is available for both students and teachers; organized activities to stimulate students enhancing their language skills after-class; be initiative to collect feed-backs from students to improve the work of teaching team;iii. Participate in regular meetings to offer feed-backs and suggestions to the line manager.	
07.2011-08.2012	Guangdong Museum	Guangzhou China
	<ul style="list-style-type: none">● Voluntary Cicerone<ul style="list-style-type: none">i. Guide visitors around, explaining what is being seen by providing information concerning the provenance, material, evolution process, practical utility or current situation of certain items displayed in exhibitions. Such items involved inkstones, primitive fossils, geological feature models, Chinese medicine samples and gemstones;ii. Participate in regular maintenance in exhibitions venues;iii. Backup paid staffs in timetable arrangement and errand distribution;iv. Other responsibility including manage volunteer recruitment process, interviewing and filtering desirable candidates.	

SKILLS

HTML CSS Javascript JQuery

Online CV:

<http://matildajin.github.io/CV/>