PDF Document Translation

Company Department Responsibilities and Key Role Contacts

Company Positioning

Our company is committed to driving the digital transformation of education, focusing on developing creative and interactive online learning platforms and tools. By integrating the latest educational theories with technological innovation, we aim to enhance learner engagement and improve learning outcomes. By providing personalized learning experiences, we strive to meet the needs of learners of all ages and backgrounds, promoting educational equity and lifelong learning. Our mission is to make knowledge acquisition more convenient and efficient, enabling everyone to reach their full potential.

Department Introductions

- **Teaching Research Department**: Educational course research and design
- **Course Development Department**: Technical content requirements development
- **Textbook Compilation Department**: Compilation and revision of textbooks, practice questions, and other content
- **Evaluation Department**: Quality assurance of content
- **Marketing Department**: Marketing and promotional activities
- **Human Resources Department**: Human resource management
- **IT Department**: IT technical support
- **Performance Management Department**: Design of personnel performance evaluation

Key Role Contacts by Department

Department	Employee Name	Supervisor	Workstation	Employee ID	Position	Job Title	Phone	Email
Teaching Research	Zhang Wei	Li Lin	A101	001	Content Design	Teaching Research Specialist	13800000001	zhangwei@educompany.com
Teaching Research	Wang Fang	Li Lin	A102	002	Content Design	Teaching Research Specialist	13800000002	wangfang@educompany.com

Department	Employee Name	Supervisor	Workstation	Employee ID	Position	Job Title	Phone	Email
Teaching Research	Liu Jie	Li Lin	A103	003	Content Design	Teaching Research Specialist	13800000003	liujie@educompany.com
Course Development	Li Li	Wang Qiang	B201	007	Content Development	Course Development Specialist	13800000007	lili@educompany.com
Course Development	Zhang Wei	Wang Qiang	B202	008	Content Development	Course Development Specialist	13800000008	zhangwei01@educompany.com
Textbook Compilation	Lin Tao	Chen Gang	C303	014	Content Development	Textbook Compilation Specialist	13800000014	lintao@educompany.com
Textbook Compilation	Feng Xue	Chen Gang	C304	015	Content Development	Textbook Compilation Specialist	13800000015	fengxue@educompany.com
Evaluation	Deng Qi	Zhang Xiao	D405	021	Content Quality Assurance	Evaluation Specialist	13800000021	dengqi@educompany.com
Marketing	Zheng Gang	Li Ming	E504	025	Marketing	Marketing Specialist	13800000025	zhenggang@educompany.com
Human Resources	Hu Nan	Ma Ting	F603	028	Human Resources	HR Specialist	13800000028	hunan@educompany.com
Human Resources	Xiong Wei	Ma Ting	F604	029	Human Resources	HR Specialist	13800000029	xiongwei@educompany.com

Department	Employee Name	Supervisor	Workstation	Employee ID	Position	Job Title	Phone	Email
Administration	Li Han	Cai Jing	G704	033	Administration	Administrative Specialist	13800000033	lihan033@educompany.com
Administration	Qin Fei	Cai Jing	G705	034	Administration	Administrative Specialist	13800000034	qinfei034@educompany.com
IT	Zhang Wei	Ma Yun	H802	036	IT Support	IT Specialist	13800000036	zhangwei036@educompany.com
IT	Xie Yu	Ma Yun	H803	037	IT Support	IT Specialist	13800000037	xieyu037@educompany.com
Performance Management	Zhu Nan	Li Fei	I901	040	Human Resources	Performance Specialist	13800000040	zhunan040@educompany.com
Performance Management	Han Shan	Li Fei	I902	041	Human Resources	Performance Specialist	13800000041	hanshan041@educompany.com

Job Descriptions

- **Zhang Wei (Teaching Research)**: Responsible for researching and developing educational courses, analyzing teaching effectiveness, organizing lesson plans, assisting in course optimization, and participating in project evaluations and feedback.
- **Wang Fang (Teaching Research)**: Organizes teaching activities, writes lesson plans, collects student feedback, participates in course improvement meetings, and provides professional opinions.
- **Li Li (Course Development)**: Designs and develops educational courses, writes course outlines, organizes trial points, analyzes market demands, and adjusts course content based on learner feedback.
- **Deng Qi (Evaluation)**: Assists in project-related document organization, participates in feedback meetings on evaluation results, provides data support, monitors the implementation process, and ensures comprehensive and fair assessments.
- **Zheng Gang (Marketing)**: Conducts competitive product analysis, gathers industry trends, forecasts market conditions, assists in setting sales goals and strategies, and regularly writes market research reports.
- **Hu Nan (HR)**: Develops employee career paths, assesses current development status, and creates personalized career development plans.
- **Xie Yu (IT)**: Maintains network and hardware configurations, monitors

system operations, resolves technical issues, and provides training on tool usage.

- **Han Shan (Performance Management)**: Establishes and maintains employee performance records, organizes evaluation meetings, coordinates departmental feedback, and ensures fair execution of performance evaluations.