



# Zhang Yajing

13908511298

Date of Birth: 20 August, 1992

Zhangyajing820@hotmail.com

## Self-evaluation:

- **Study background:** Studied in UK for several years; postgraduate of human resources with solid professional basis and excellent academic records.
- **Learning ability:** Strong learning ability and convince that success comes from continuous hard work, rigorous and meticulous attitudes toward the work.
- **Management ability:** Good at time management and have a good planning awareness; prominent contingency ability and adaptive ability; be able to complete complicated work in a relatively short period of time.
- **Language proficiency:** Proficient in written translation of English and Chinese, have a favorable daily English as well as the broad international perspective and cross-cultural communication skills.
- **Communicate ability:** Be able to establish good communication and connection with others in a short time and integrate into the new team as well as adapt to the new functional role quickly.
- **Character and hobbies:** Careful and meticulous, rigorous and practical, sunny and optimistic; love life, have a wide range of interests, with enthusiastic but calm characters; be fond of reading.

## Educational Background:

September, 2015-September, 2016  
Master

Nottingham Trent University

Human Resource Management

- **Major courses:** *Performance Management, Commercial Contents of Human Resource, Development of Knowledge-Pursuing Talents, Personnel Management, Managing Person Relationship* and all courses relate to CIPD Corporation (UK) and etc.

May, 2016-July, 2016

Nottingham Inspire Company

Technician

- This is graduate project in the master course, which focused on "Culture, Learning and Libraries Company for Applied Consultancy Project" in the Inspire company. Using "SWOT analysis" analyze the business plan of inspire company and current salutation. How to reduce the labour turnover and improve employee engagement, that can promote company performance and create commercial value.

September, 2014-August, 2015

Oxford Brookes University

Preparatory course of graduate student

September, 2010-June, 2014

Guizhou University of Finance and Economics

Marketing Bachelor

- **Major courses:** *Management, Macro-Economics and Micro-Economics, Statistics, Financial Management Science, Financial Management, Marketing, Customer Behavior and Accounting*

## Internship Experience

October 2016-December, 2016

Oxform Charity Organization of Nottingham

Voluntary worker

- Actively participated in the overseas volunteer institutions to use spare times to join in volunteer activities, offered love to society as well as passed positive energy to society.

June, 2013-July, 2013

Department of Personnel of Guizhou Medical University

Intern

- Understood internal organizational structures of the hospital, assisted the completion of daily administrative practice and improved the organization and coordination capacity..

February 2017-April 2017

Tod's

Operation Intern

- Update staff information and contact all stores in each regional ,
- Signe contract for new staffs and Conclude a contract,
- Signe contract for new staffs
- Using EXCEL update data

## Skills and Certificates

- Foreign language level: With overseas study experience and excellent English reading and writing skills, oral English is fluent.
- Computer level: Proficiency in Word, Excel, PowerPoint and other office software.

## Career Outlook and Expectation

- As the Internet era requires changes of thinking, exploration of business and promotion of technical proficiencies is the only way to find a favorable work platform, thus, learning has become my life style. Meanwhile, I convince that the team spirits should be insisted all the way. The comprehensive literacy, learning ability and the ability to accept new things should be improved to develop the professional career, and it's expected that I can learn more professional, more systematic and more comprehensive knowledge from the company, and can cultivate a sense of identity of corporate culture so as to grow up with the company.