

Appendix

Personal Resume

Carefully start with every little detail



Information

Name: ZHAO CHUN YING
Gender: Female
Ethnic group: /
Phone: +86-13810199287

Birthdate: 1983-05
Height: 168cm
Service Year: More than 15 years experience
Email: 13810199287@163.com



Education

Sep 2017 - Jul 2022

Dongbei University of Finance and Economics

Engineering Management (Bachelor)

Major courses: Management, Statistics, Introduction to Insurance, Engineering Economics, Introduction to Mao Zedong Thought and the Theory of Socialism with Chinese Characteristics, Soil Mechanics and Foundation, Construction Legal System, Engineering Surveying, Engineering Project Management, Engineering Project Financing, Engineering Contract Management, Construction Enterprise Accounting, Construction Engineering Regulations and Related Knowledge, Construction Engineering Economics, etc.

Feb 2009 - Jan 2012

Beijing Dongcheng District Workers' University

Decorative Art Design (Junior college)

Major courses: Deng Xiaoping Theory, Building Decoration Materials, History of Chinese and Foreign Art, Introduction to Art, Design Colors, Decorative Patterns, Engineering Budgeting, Sketching, Plane Composition, Color Composition, Stereoscopic Composition, Interior Decoration Design, Sculpture, Professional Photography, Professional Writing, etc.

Work Experience

Feb 2025 - Present

Beijing Guanghe Construction Engineering Co., Ltd

Deputy General Manager of Operations

1. Market Strategy and Planning

Based on the overall development strategy of the company, formulate medium and long-term market expansion plans and annual business goals, clarify key regions, target customer groups, and business structures, and promote the sustained growth of the company's business.

2. Business expansion and resource integration

Lead the market development of core businesses such as public decoration, fine decoration, curtain wall, and renovation, with a focus on large real estate developers, government agencies, large enterprises and institutions, and high-end commercial customers. Integrate industry resources, establish extensive business channels and cooperation networks.

3. Maintaining relationships with major clients

Establish and maintain a high-level communication mechanism with major clients and strategic partners, improve customer satisfaction and repurchase rates, and promote the establishment and deepening of long-term strategic partnerships.

4. Project bidding and business management

Coordinate the preliminary tracking, bidding planning, business negotiation, and contract signing work of major projects, control bidding risks and cost estimation, and improve the winning rate and project quality.

5. Brand building and market promotion

Coordinate the promotion of the company's brand in the target market, and enhance the company's industry influence and market awareness through industry exhibitions, technical exchanges, and promotion of benchmark

projects.

6. Team Building and Management

Responsible for the establishment, training, and performance evaluation of the market expansion team, building a professional and highly executable market team, establishing and improving the market expansion process and incentive mechanism.

Aug 2014 - Jan 2025

Beijing Jinyuan Building Decoration Engineering Co., Ltd

Assistant to the General Manager

Administrative Management

- Assist the General Manager in handling daily affairs, coordinate meeting organization, minutes supervision, and cross departmental coordination
- Responsible for drafting, reviewing, and archiving important documents to ensure efficient and orderly administrative operations

Human Resource Management

- Assist in the implementation of human resources work such as recruitment, training, and performance evaluation
- Improve employee relationship management and promote corporate culture construction

Qualification Management

- Responsible for the application, maintenance, and annual review of the company's qualifications, licenses, and certification system
- Coordinate the management of certificates and licenses for key personnel positions to ensure business compliance

Legal Affairs

- Review contracts and legal documents, coordinate with external lawyers to handle disputes and prevent risks
- Assist in project contract negotiations and conduct legal compliance training

Enterprise Promotion

- Coordinate the content planning and updating of official website, official account and other publicity channels
- Explore project highlights, organize industry promotion and brand promotion activities

Self-evaluation

I am a student with an international perspective and cross-cultural communication skills, adept at efficiently collaborating and solving problems in a multicultural environment. Through multiple cross-border exchanges and team project practices, I have developed an open and inclusive work style, which enables me to quickly adapt to new environments and drive the achievement of team goals. At the same time, I have a solid learning ability and a strong sense of responsibility, always facing challenges with a positive attitude and constantly improving myself.

Hobby

Fitness

travel

photography

Run