

Personal Profile (confidential)

NAME: Andrew Yunhao Chen
DATE OF BIRTH Dec 18, 1996
CITIZENSHIP Australia
LANGUAGE English and Mandarin
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EDUCATIONAL:

July 2020- June 2023: RMIT University, Bachelor of Business (Marketing)

PROFESSIONAL EXPERIENCE:

C & C International Trading Pty Ltd

Jan 2016 to present: Assistant to Director

Duties:

1. Develop and execute marketing strategies
2. Develop potential customers
3. Follow up and handle sale orders
4. Other administrative tasks assigned by the director

Freelance translator

Jan 2018 to present

Language: English to Chinese, Chinese to English

Types of documents to be translated;

1. Products introduction
2. Company internal policies and procedures
3. News category
4. Legal documents such as Court transcripts, contracts

Average workload: Translate 4000 words daily