基本信息

姓名： 李海双

性别： 女

婚姻状况： 单身

出生年月： 1989.10

联系方式： 18019711576

邮箱地址： 1369002212@qq.com

教育背景： 东华大学 2012/09 – 2015/03

企业管理专业

南阳师范学院 2008/09 – 2012/07

企业管理专业

自我评价

* 一年外企人事实习经验
* 熟悉人事工作流程，在招聘，培训，入离职手续，员工绩效评估等方面有一定的经验
* 两个月外企市场销售支持工作经验
* 良好的组织市场活动的经验和技能
* 良好的内外沟通技能
* 积极的工作生活心态及快速学习能力
* 熟练使用Word, Excel, PPT, Outlook
* 优秀的英语听说读写能力

实习小结

2014/7 – 至今 哈曼（中国）投资有限公司

人事实习生

2014/6 – 2014/7 班安欧（上海）贸易有限公司

市场销售支持

2013/8 – 2014/6 哈曼（中国）投资有限公司

人事实习生

实习经验

**2014/7 –至今**

**2013/8-2014/6 哈曼（中国）投资有限公司**

职位: **人事实习生**

工作职责：

* 负责公司招聘，员工入职离职手续的办理，员工试用期考评，员工合同续签和生日会举办
* 网上职位发布，简历筛选，安排面试邀请，跟踪面试反馈以及与公司外部猎头的招聘合作（在职的这一年内共招聘126个职位，其中42个是通过网上渠道招聘）
* 负责公司组织架构图的更新
* 负责新员工的入职培训
* 负责猎头费的付款流程（SAP）
* 负责人事数据的维护更新，并协助经理做一些人事数据分析
* 协助经理做好每个月的人事报告
* 协助经理及同事做好其他人事相关事宜

**2014/6 – 2014/7 班安欧（上海）贸易有限公司**

职位: **市场销售支持**

工作职责:

* 负责公司做一些市场调研报告，经销商会议，培训项目和部门的行政工作
* 协助经理做一些市场活动，比如路演，奥迪活动日活动。负责活动场地布置，产品摆放，产品手册宣传册和CD的准备，确保促进市场目标任务和品牌市场定位
* 协助经理做一些宣传手册的设计制定
* 协助经理做市场活动报告
* 制作市场活动日程安排
* 每天和经销商电话会议沟通产品销售情况和顾客接受度，并且就公司的销售激励政策和初步合作事宜做简单介绍
* 协助经理给经销商做一些产品培训，使经销商更好的了解产品促进销售

**2012/5 – 2012/8 南阳市金厦钢结构工程有限公司**

职位: **行政实习生**

工作职责:

* 负责公司车辆协调及调动
* 负责公司的日常办公文档及接待工作
* 负责公司考勤及工资核对
* 负责公司部分采购工作
* 负责公司各部门的协调工作

项目经验

**2013/05—2013/09 亮视点眼镜产品价格定位调研**

**项目背景:**

亮视点是一个全球化眼镜大品牌。公司准备在中国一、二线和三线城市做一深度眼镜市场调查，了解中国眼镜销量最好的品牌以及产品和价位。

项目职责:

* 负责广州和深圳100家眼镜店的问卷填写及回收，其中24家做深度调研
* 负责问卷数据录入
* 负责9个城市的数据库逻辑性检查

**2012/ 11 -2013/ 3 戴比尔斯集团珠宝店选择调研**

**项目背景**:

戴比尔斯集团是全球著名的钻石供应商，准备在中国开自有品牌珠宝店，调研的目的就是要通过调研来确定自有品牌珠宝店的选址、大小、布局、产品价格等等。

项目职责:

* 二手数据的收集
* 完成192家珠宝店的问卷调研工作
* 完成数据录入及数据逻辑性核查工作
* 负责项目预算及成本控制工作

**2012/10—2012/11 真维斯服务水平和品牌认知调研**

**项目背景:**

真维斯是休闲服饰品牌，品牌的目标群体是18-30岁的年轻人。项目调研目的是体验服务水平及营销组合效应。

项目职责:

* 负责调研问卷发放及回收
* 数据录入、逻辑性核查及分析
* 分析报告的撰写

个人荣誉

* 2010-2011学年国家励志奖学金
* 2009-2010学年南阳师范学院一等奖学金
* 2008-2009学年南阳师范学院一等奖学金
* 2009学年南阳师范学院“三好学生”荣誉称号
* 第九届“挑战杯”全国大学生创业大赛河南赛区三等奖
* 第三届“金蝶杯”全国大学生创业大赛河南赛区二等奖

证书

* 大学英语六级考试
* 会计从业资格证书
* 国家初级会计师证
* 国家计算机一级等级考试

英文简历

Basic Information

Name: Lisa LI

Gender: Female

Marital : Single

DOB: 1989.10

Contact No.: 18019711576

Email Address: 1369002212@qq.com

Education: Donghua University 2012/09 – 2015/03

Master degree in Management

Nanyang Normal University 2008/09 – 2012/07

Bachelor degree in Management

Self-assessment

* One year HR working experience in foreign company;
* Familiar with HR working procedures, and have excellent experience in Recruiting, Training, On-boarding and Off-boarding Procedure, Performance Management and Employee Target Setting.
* Two months Marketing and Sales Support experience in foreign company;
* Good event organizing & management experience & skills
* Good communication skills with internal and external;
* Result driven and capable to work in pressure.
* Positive attitude, quick learner;
* Excellent Microsoft office skills, like Word, Excel, PPT, Outlook.
* Excellent English in Written and spoken (CET 6);
* Enjoying reading, listening music.

Internship Summary

2014/7 – Now Harman International (China) Holdings Co., Ltd

HR Intern

2014/6 – 2014/7 Bang & Olufsen (Shanghai) Co., Ltd.

Marketing and Sales Support

2013/8 – 2014/6 Harman International (China) Holdings Co., Ltd

HR Intern

Internship Experience

**2014/8 –Now**

**2013/8-2014/6 Harman International (China) Holdings Co., Ltd**

Title: **HR Intern**

Responsibility:

* Be responsible for Recruiting, On-boarding and Off-boarding Procedure, Probation Evaluation, Labor Contract Renew and Birthday Party host.
* Posted the recruitment advertisings and assisted managers for recruiting. Consulted headhunters to recruit the high-level engineers and managers.
* Screen CVs and arrange the interview. Tracking the hiring status. (Filled 126 positions during this period, 42 of these positions are filled by internet channel.)
* Updating the Organization Chart accordingly.
* Trained new staffs to understand all of the work procedures.
* Effectively manage the personal records and labor relations.
* Pay the hunter fee in SAP system and request for payment.
* Maintain the HR data and make some analysis.
* Assisting manager do the Monthly Report.
* Cooperate with team members to compete other HR work.

**2014/6 – 2014/7 Bang & Olufsen (Shanghai) Co., Ltd**

Title: **Marketing and Sales Support**

Responsibility:

* Be responsible for Marketing Research Report, Distributer Conference, Training Program and Department Admin work.
* Assisted manager in all marketing events such as Road Shows, Audi Tech Day. Duties covered but not limited to the design booth layout, arrangement of unit display, preparation of brochures, leaflets and CDs, ensuring them reflecting core marcom targets and proper brand positioning.
* Assisted manager in the concept design of advertisement, brochures.
* Assisted manager do the marketing events report.
* Arrange the schedule for the marketing events.
* Communicating with distributer about the sales and customer acceptance, and introduce the sales incentive policy.
* Assisted manager do some training for the distributer to know well about our products.

**2012/5 – 2012/8 Nanyang Jinsha Steel Structure Engineering Co., LTD**

Title: **Admin Intern**

Responsibility:

* Be responsible for Vehicle Management and Paper Work.
* Be responsible for the personal records and folder filing.
* Be responsible for the reception.
* Checked up the attendance records and make the payroll records.
* Be responsible for some material procurement work.

Project Experience

**2013/05—2013/09 Lens Crafters glasses product price positioning research**

**Project background:**

Lens Crafters is a global glasses brand. The company prepares to comprehensive research in second - and third-tier cities of China. The purpose of this research is to find out the most suitable price for their glasses.

Responsibility:

* I was responsible for data acquisition of 100 optical shops in Guangzhou and Zhengzhou.
* Do survey data entry.
* Checked nine cities’ database.

**2012/ 11 -2013/ 3 DE beers diamond store selection research**

**Project background**:

DE beers are famous for providing diamonds for well-known jewelry brand. They now plan to open their own jewelry stores. The purpose of this research is to identify the store location, size, layout, product price, category, and so on.

Responsibility:

* I participated in the collection of secondary data.
* I completed more than 192 stores data collection.
* Do survey data entry and check.
* Be responsible for the project expenses and other project management work.

**2012/10—2012/11 Jeanswest service level & brand recognition research**

**Project background:**

Jeanswest is a fashion leisure clothing brand whose target customers are young people aged 18 to 30. The purpose of this project was to find the standard of service implementation and the effectiveness of marketing mix.

Responsibility:

* Be mainly responsible for questionnaire survey.
* Data processing and analysis.
* Report writing.