

CURRICULUM VITAE

PERSONAL INFORMATION

Xin Purr



Address: Am Karlsfeld 29, 93073 Neutraubling, Germany
Mobile: 01 76/32 87 69 96
E-mail: xin.purr.regensburg@gmail.com
Website: chinesisch-uebersetzung.net
born on December 4th, 1986 in
Xinjiang Province, China

BRIEF PROFILE

Study of Business Administration in University of Regensburg

Subject: Value Chain Management

Study of German in Shanghai International University

Subject: Interpretation and translation

EDUCATION

01/10/2011 - 30/09/2014

University of Regensburg

Study of Business Administration

Subject: Value Chain Management

Theme of the Bachelor Thesis: Analysis of the housing Policy
in

Germany

Degree: Bachelor of Science

01/10/2010 - 30/09/2011

University of Regensburg

German Course: German language exam for application for
Study in Germany

Graduation: German language examination for university
entrance 2 (DSH 2)

01/09/2006 - 30/09/2010

Shanghai International University

Study of German language and literature

Subject: Interpretation and translation

Theme of Bachelor Thesis: German Development Policy in
China

Degree: Bachelor of Arts

School education

01/09/1999 - 30/06/2006

Qualification: Entrance for general University

Xinjiang Ürumuqi No 8. High school

Xinjiang Ürumuqi No.16 Middle school

Professional experience

01/11/2016 - to date

Freelance interpreter and translator

02/10/2014 - 30/06/2017

Hofmann Personal GmbH (work at the **Krones AG**)

Division Sales China

Sales Coordinator and Assistant of Regional Manager

Tasks:

- translation of project and business documents and interpretation of project meeting, business negotiations, accompany the Chinese
- Delegations. Translation and proofreading of the website and advertising Flyer of Krone Onlineshop
- order processing and bid creation incl. technical tendering and support in the commercial area
- handling international customer correspondence
- editing division business reports about annual sales figures
- doing Chinese market analysis / competition analysis

- supporting project in new machine business (Beverage and food industry)
- support in developing Sales strategies and measures to increase the Sales figures, completing the related presentations

01/04/2012 - 01/10/2014

Nextime GmbH (worked at the **Continental AG**)

Part time Activities

Tasks: Quality control and selection

01/04/2012 - until 2014

International trade fairs in Munich and Nuremberg

Part time Activities

Tasks: Interpretation and translation

01/08/2013 - 01/10/2013

Minth GmbH (worked at the **BMW AG**)

Working student

Tasks: Coordination of quality control,

Customer Service Support

01/06/2010 - 30/08/2010

Joint Venture Sony DADC Shanghai

Sales Manager

Tasks: Account management, start of E-business preparation

INTERNSHIPS

01/08/2009 - 01/09/2009

Shanghai SML translation & service company

Internship as Project Assistance
Tasks: customer support, project coordination

01/04/2009 - 01/05/2009

China Zhong Xin Bank

Internship as an apprentice
Tasks: customer support in the area of Account opening

01/04 / 2008-01 /
05/2008

Zhongling Industry Group, Shanghai China Unique Trading Co., Ltd

Internship as Sales Manager Assistant
Tasks: organization of meetings and trade fair, preparation of presentations

01/11/2007 - 30/01/2008

Department of Culture and Education at the Consul General of the Federal Republic of Germany, Shanghai

Internship as a Team Assistant
Tasks: support the organization of cultural events as well as film screening, small concerts and festivities

IT skills

SAP-----Advanced knowledge

CRM-----Advanced knowledge

EPP-----Advanced knowledge

MS Office package-----Advanced knowledge

Windows-----Advanced knowledge

SDL Trados-----Advanced knowledge

Omega T-----Advanced knowledge

MemoQ-----Advanced knowledge

Metacat-----Advanced knowledge

Languages

Chinese mother tongue

German mother tongue (C2)

English proficient

Driving Licence

Class B (German)

July 23, 2019 Neutraubling, Germany

A handwritten signature in black ink, appearing to be 'J.P.' with a flourish at the end.