Kuo Wang

Personal Assistant

<u>View profile on Dweet</u>

Languages

English

Mandarin

About

I excel in luxury retail, fostering relationships and optimising purchasing strategies. My adaptability and dedication to customer service make me ideal for fast-paced environments. Experienced in stock control, client advising, and transaction handling across various high-end retail settings.

BRANDS WORKED WITH

CW YIHANG Ltd

Maldives China Trade and Cultural Organization - MCTCO

Hongguo Education

Cheerful Music Limited

Experience

Personal Assistant

CW YIHANG Ltd | Sep 2023 - Apr 2024

• Fostered strong professional relationships across various platforms, such as WeChat and Xiaohongshu, to identify, engage, and collaborate with reliable buyers, ensuring the continuous flow of effective transactions.
• Demonstrated a comprehensive understanding of luxury retail trends, product availability, and buyer behaviors, optimizing purchasing strategies to meet dynamic market needs and organizational objectives.

English Tutor, Intern

Hongguo Education | Jul 2021 - Sep 2021

• Successfully planned and delivered engaging, interactive English lessons for a broad age range, developing a comprehensive understanding of each student's unique learning style and pace.

Operation Intern

Maldives China Trade and Cultural Organization - MCTCO | Jan 2018 - Oct 2020

• Successfully coordinated and managed logistics for high-profile events and fundraisers, collaborating with various partners to ensure smooth execution and desirable outcomes.
• Utilized exceptional language skills to accurately interpret and translate documents and presentations from Chinese to English, and vice versa, facilitating seamless cross-cultural communication and understanding within the organization.

Personal Assistant to CEO

Cheerful Music Limited | May 2024 - May 2024

Education & Training

2021 - 2024 **King's College London, University of London**

Bachelor of Science,

2018 - 2021 **Cambridge International Center, Beijing New Talent Academy**

Secondary Education,