



Myriam Lee

Graduated in International Business with knowledges in luxury and Asian Market

Paris, France

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Languages

Chinese (Work Proficiency)

English (Work Proficiency)

French (Native)

About

Professional Marketing/Sales Assistant with global luxury brand experience and exceptional customer service expertise. Ability to research and develop long-term marketing strategies for optimal business performance and subsequent growth. Passionately knowledgeable about brands and various cultures aiding in effectively securing sales, high level customer satisfaction, and customer retention. Native French speaker fluent in English and advanced in Chinese.

BRANDS WORKED WITH

- Burberry Limited
- Fu Jen University
- General Motors France
- ISCPA
- Mandarin Oriental

Experience



● Restaurant Hostess

Mandarin Oriental | Jan 2017 - Jan 2018

Oversaw smooth operation of team for quality customer service and retention. Greeted local and international clients, assigned tables, and communicated additional services, i.e., tourism activities, lunch and dinner menus, and local entertainment. Managed administrative tasks to ensure correct cash handling, phone manners, and staff duties. Actively listen to customers regarding queries or concerns and resolve accordingly.

● Teacher Assistant

Fu Jen University | Jan 2014 - Jan 2015

Used language proficiencies as teacher assistant and translated various documents in specific fields from Chinese to French. Incorporated cultural knowledge into documents for clarity in both languages.

● Sales Assistant

Burberry Limited | Jan 2011 - Jan 2012

Ensured smooth interactions and transactions with clients. Provided high level of customer service and assisted clients on products and prices around the store. Adhered to money handling regulations and ensured clean and safe working environment INTERNSHIP Customer Service Grand Hyatt Taipei 6 months Tourism activities, lunch and dinner menus, and local entertainment. Managed administrative tasks to ensure correct cash handling, phone manners, and staff duties. Actively listen to customers regarding queries or concerns and resolve accordingly.



● PR Assistant Intern

ISCPA | Sep 2009 - Jun 2009

Communicated with journalists and documented interactions. PR Assistant Intern ISCPA Engaged with customers and journalists, documenting communication, designing Q&As, and organizing events and related press releases. Marketing Campaign Assistant Researched brief requirements and designed campaign layout, marketing and communication strategy, and different printed materials, including flyers, goodies, and press releases. Organized luncheon with press, including location, meals, and activities. Marketing Etudiant Communication Assistant Use software experience to create content, including designs, layouts, logos, and press release

● Communication Assistant Intern

General Motors France | Jul 2009 - Oct 2010

Education & Training

- 2022 - 2024 ● **IESEG School of Management**
Master of science , International Business
- 2014 - 2016 ● **Fu Jen University**
Master degree , Brand and Fashion Management
- 2012 - 2012 ● **National Kaohsiung Normal University**
Language diploma , Diploma Advanced Level in Chinese
- 2010 - 2011 ● **University Paris 13**
Master first year , Master's Degree in Communication Specialization