**Monet Zhan**

**Cell**: 447529217213 | **Email**: mz3c15@soton.ac.uk

**Working Experience:**

**SIPOQEduaction Beijing**

*General Manager Secretary*

* Writing articles and operating official account of SIPOQEduation for promoting products.
* Assist the general manager for daily management.
* Offer design and visual related suggestions

**Education:**

**Dalian Polytechnic University China**

Bachelor of Graphic Design Major.

GPA: 2.7 Degree:2:2

**Leadership:**

* Curating leader
* Magazine editor

**Skills:**

Basic in: Adobe Illustration, Photoshop, Indesign, PowerPoint, Word