

Caroline Esqué



31 years old
French nationality

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Languages

French: native
English: fluent
Chinese: fluent
Spanish: professional capacity
Breton: self-learning

Computer skills

Office Suite
Opera Software
Micros Software
Retail Pro
Vega Software

Hobbies

Cultural exhibitions
Reading
Drawing
Salsa, bachata dancing

Driver's licence

• Professional Experience

- 11/2020 – current
Marseille, France
APAC/LATAM Sales Assistant
JOTT (Just Over the Top) – Light down jackets brand
Follow-up of retail location openings in designated markets
Order management, invoicing and payment follow-up
Follow-up of communication strategy and legal documents
Translation and interpreting of company internal content or client-oriented communications
- 07/2020 – current
Remote
Translation Project Manager (FR/ENG)
TWIS Translation
Translation projects' confirmation, placement, tracking and delivery
- 08/2020 – 10/2020
Plonéour-Lanvern, France
Front Desk Receptionist
Manoir de Kerhuel – Four-star hotel
Guest welcoming, bookings management, administrative tasks
- 02/2019 – 03/2020
Las Terrenas, Dominican Republic
Executive Assistant
Dreams 2 Realty – Real estate & property management agency
Office manager, Airbnb & Homeaway bookings management
Properties management : accounting, HR and events management
- 01/2018 – 12/2018
Brussels, Belgium
Luxury Sales Associate
Maison Delvaux – Belgian Luxury Leathergoods
Acting as a reference for Chinese customers, customer service, sales, after-sale service, visual merchandising, stock control
- 06/2017 – 11/2017
Shenzhen, Guangdong, China
Guest Relations Assistant Manager
The Langham – Five-star hotel
Supervise the Guest Relation team (6 agents)
Welcoming and personal follow-up of VIP's demands
Lead guest satisfaction and VIP program
- 08/2016 – 06/2017
Wuhan, Hubei, China
Guest Relations Officer
Hilton Wuhan Riverside – Three-star hotel
Room allocation and special treatment for VIP guests
Active support towards Sales and Marketing departments, linguistic and cultural advising, events organisation
- 02/2015 – 04/2015
Shanghai, China
Marketing Project Assistant - Internship
Your Op B.V. – Europe-China consulting firm
Several fields: F&B, Architecture, Logistics...
Marketing research, events organisation, business matchmaking, translation and interpreting, administrative tasks

• Education

- 2009 – 2015
Brussels, Belgium
Master's Degree in Translation, International Relations focus, French-English-Chinese section
Institut Supérieur de Traducteurs et d'Interprètes (ISTI)
Defence of Master's translation thesis « 当代中国软实力研究 Chinese cultural soft power »: final grade of 17/20
- 2013 – 2014
Shanghai, China
Advanced Chinese Language Course – HSK 5
Fudan University