

# Xiaolu Zhang

## ■ Personal Details

Date of birth 20 September 1988  
Place of birth Anhui / China  
Nationality Chinese  
Swiss Residential Permit C



Xiaolu Zhang  
Maienzugstrasse 10  
5000 Aarau

+41 79 386 52 50  
Xiaolu.zhang@insightchina.ch

## ■ Work Experience

- 03/2013 – 08/2014 **SBB AG, Bern**  
Finance Shared Service Center  
Coordinator and Apprentice Trainer
- Manage and Coordinate all incoming invoices (8 book keepers)
  - Account Payment Specialist
  - Tutoring 1 apprentice and 1 internship student
- 08/2011 – 02/2013 **SBB AG, Bern**  
Finance  
Accounting Assistant, Infrastructure
- Archived balance sheets
- 08/2010 – 07/2011 **SBB AG, Zürich**  
Finance  
Accounting Assistant, Infrastructure  
Commercial Internship
- 04/2009 – 05/2009 **Coop Rechtsschutz, Aarau**  
Commercial Internship
- Counter Assistant
  - Accident and sick leave insurance claims settlement
- 06/2007 – 09/2007 **AREVA T&D AG**  
High Voltage Gas Insulated Substation  
Language Translation
- Translated EHS (Environment, Health and Safety) documentation from German/English to Chinese

## ■ Education

- 09/2014 – present      **University of Applied Sciences and Arts Northwestern Switzerland, Olten**  
Bachelor of Applied Science (BSc) in Business Administration (5<sup>th</sup> Semester)  
• Major: Doing Business in Asia  
• Minor: Controlling
- 07/2016 – 08/2016      **ESL Education Toronto, Canada**  
• English Language School
- 07/2009 – 08/2009      **ESL Educations, Montreux, Switzerland**  
• French Language School
- 09/2007 – 07/2010      **Alte Kantonsschule Aarau**  
• Major: Economic studies

## ■ Languages

Chinese	Mother tongue
German	Fluent
English	Fluent
French	Intermediate
Spanish	Basic

## ■ Other Certification

- 2014      Apprenticeship Tutor, Modul Kaufleute D  
(neue Bildungsverordnung KVöV)
- 2010      ECDL Advanced - Excel and Power Point
- 2008      ECDL Starter - Windows XP and Microsoft Office

## ■ Activities / Interests

Hobbies:      Photography, travelling, hiking, music, reading, singing, social media