



## Caroline Esqué

29 years old  
French nationality

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### Languages

French: native  
English: fluent  
Mandarin Chinese: fluent  
Spanish: professional  
capacity

### Computer skills

Office Suite  
Opera Software  
Micros Software  
Retail Pro

### Hobbies

Cultural exhibitions  
Reading  
Drawing  
Salsa dancing

# Languages | Cross-cultural communication Luxury | Hospitality & Tourism

*Guest-oriented and service-minded, I am versatile and eager to learn. With a keen eye for detail and passion about languages, I wish to put my international operational experience to use within your company!*

## ● Professional Experience

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  
Extra: event organization on properties premises

01/2018 – 12/2018  
*Brussels,  
Belgium*

### 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*  
Special room assignments and suite occupancy  
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...

2010 – 2015  
*Brussels,  
Belgium*

### Sales Associate – Student jobs

*Longchamp, Ermenegildo Zegna – Luxury Leathergoods, Menswear*

## ● 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 « 当代中国文化软实力研究 Chinese cultural soft power »: final grade of 17/20

2013 – 2014  
*Shanghai, China*

### Advanced Chinese Language Course

*Fudan University*  
Passed HSK 5