AI Lei

Date of Birth: September 6th, 1982

Place of Birth: Beijing

Gender: Female

Status: Married with Single Child

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Specializations:

Program/Project Management, People Management/Relationship Maintenance, Budget Control, Training Implementation, Quantity Assurance, Quality Control, Customer Service, Computer Skills

Work Experience:

**British Council Beijing Office**---From February 6th, 2012 until now

***Test Day Personnel Officer***

***Cultural and Education Section***

***BC Education Consulting (Beijing) Company Ltd***

●Be responsible for the recruitment, training, refresher training and monitoring of over 1,500 TDPs in more than 29 Test Centers within 17 Cities located in North and Central China;

●Broaden channels for new TDPs recruitment

●Design and review training/refresher training materials tailored for new and existing TDPs

●Design and review monitoring system for all TDP roles as well as Regional Leaders

●Conduct on-site inspection and post-test monitoring on a regular basis for quality assurance

●Organize various events

●Budget control

**All-China Women’s Federation**---From August 24th, 2004 to February 5th, 2012

***Project officer***

***International Cooperative Program Division, International Liaison Department***

●Design, fund raise, implement and evaluate projects under the framework of programs among Chinese Government Departments (i.e. Ministry of Foreign Affairs, Ministry of Public Security, Ministry of Civil Affairs, Ministry of Environmental Protection, Ministry of Housing and Urban-Rural Development, Ministry of Agriculture), UN Systems in China, International NGOs as well as Foreign-Funded Enterprises in the field related to Human Development, for instance, anti-trafficking, anti-violence, poverty Eradication, Discrimination Elimination, Political Participation, Education, Empowerment, Vulnerable Group Protection (Migrants Workers, Left-behind Children, Disaster Affected People), etc.

***Staff***

***International Organizations and Conferences Division, International Liaison Department***

●Plan and organize of international conferences in China, for instance, East Asia Gender Equality Ministerial meeting, International Women’s Forum (IWF), The Tenth Anniversary of the Fourth World Conference on Women (Beijing + 10), Women Entrepreneurship Forum, etc.

●Attend international conferences abroad, i.e. Commission on the Status of Women (CSW), the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), APEC Women together with multi tasks, for instance, documents drafting, negotiation, etc.

Education:

**Beijing Second Foreign Language Institute**---From September 2000 to July 2004

***Bachelor Degree (Majored in English with Business Orientation)***

References:

References are available upon request.