

XI CHEN

Foreign Rights Operations · Arts & Culture · Cross-cultural Coordination

Bilingual operations professional with a Fine Arts foundation, combining precise administration, international publishing coordination and an artist's eye for clear, human-centred communication.

SELECTED IMPACT

10+ countries coordinated · **400+** titles in royalty reporting · **USD 63,374** payments logged in 2025

5+ international book fairs attended: Taipei International Book Exhibition, Bologna Children's Book Fair, Beijing International Book Fair, Frankfurt Book Fair and China Shanghai International Children's Book Fair.

EXPERIENCE

The Quarto Group | 2024-present

Foreign Rights Operations Executive

- Manage post-sale activity across Asian markets: 600+ contract and payment follow-ups and 250+ translation and print files with partners in 10+ countries.
- Monitor reporting for 400+ titles; logged royalty payments totalling USD 63,374 in 2025, with accurate records across Quest, Box and Excel.
- Produced four territory trend reports; coordinate sensitive content requests with Production, Editorial, Contracts and Accounts teams.
- Supported international book fairs through logistics, scheduling and on-site customer-facing work.

Twist Museum | 2023-2024

Visitor Experience Assistant

- Supported visitors and access needs, responded to enquiries and assisted with email and mailing-list administration.

ODEON Cinemas Group | 2022-2024

Cinema Host

- Supported day-to-day cinema operations and welcoming visitor experiences.

Trinity Film | 2022

Marketing Assistant

- Conducted film-market research and analysis; developed marketing plans for existing social media channels.
- Wrote and published digital content for WeChat, Weibo and Facebook, and contributed creative ideas and improvement plans.

Red Scarf | 2022

Social Media Editor

- Planned and edited social content; reviewed copy for accuracy, style and responsible publication.

Gallery Weekend Beijing | 2021

Media Department Assistant

- Supported an international art platform's nine-day programme of gallery and nonprofit exhibitions and events through guided routes, digital updates and volunteer preparation.

VOLUNTEERING

BFI London Film Festival | 2023

Volunteer

- Volunteered at the film festival, contributing to its shared cultural experience.

EDUCATION

Goldsmiths, University of London | 2021–2022 | MA Arts Administration and Cultural Policy

Renmin University of China | 2017–2021 | BA Fine Arts

SKILLS

Operations & data Contract follow-up · Royalty reporting · Financial trackers · Trend reporting · Event logistics

Tools Excel · Office · Asana · Quest · Box · Genesis · Photoshop basics · AI research tools

Communication Chinese & English · Cross-cultural customer support · Social media · WeChat · Weibo

Art practice Watercolour · Gouache · Oil painting · Sketching · Digital painting

CONTACT

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