

8 years of overseas working and learning experience, having a global vision and being familiar with the work processes in foreign organisations. Meanwhile, cultivated an independent and tough personality. Highly practical, motivated and innovative with a strong sense of responsibility. Also, enthusiasm for challenging work, having good critical thinking, learning ability, data analysis ability, problem-solving ability, communication ability and teamwork spirit.

**Job objective: hope to engage with Management Consulting, Government Organisation or Non-Profit Organisation, and Investment Bank related work.**

## //Education

2017 – 2018	Universitat Pompeu Fabra, Spain	Master	Political Philosophy
2016 – 2017	University of Warwick, UK	Master	Political and Legal Theory
2013 – 2016	University of Essex, UK	Bachelor	Philosophy, Politics and Economics
2011 – 2013	Bosworth Independent College, UK	A-Level	

## //Work Experience

**2019.10 - Present**      **Asia-Pacific Academy of Ophthalmology (APAO)**      **Project Coordinator**  
The APAO was founded in 1960, the 2020 session marks its Diamond Jubilee. Since induction, I assisted in various operations for the annual APAO Congress (over 15,000 participants, from 75 regions and countries) including, exhibitor and sponsor coordination (expected value: \$3 million), 157 scientific panels organisation, and 3 charity functions. At APAO, I collaborated with its partner societies, including the Asia-Pacific Vitreo-Retina Society, the Asia-Pacific Ocular Imaging Society, and the Chinese Ophthalmological Society.

**2019.05 - 07**      **Jiangxi Model United Nations (JxMUN) and Seed International**      **Secretary-General**  
• The establishment of JxMUN was called upon by the education ministry of the province of Jiangxi. JxMUN is a secondary-school level model united nations conference attracting over 200 carefully selected delegates from the region. 2019 marks its third session, which will be held in June, 2019, consisting of 4 committees;  
• I was recruited by Seed International for my expertise in MUN and conference-management for this specific role;  
• As Secretary-General for the conference, I am in charge of all aspects of the conference, most notably on academic performance where I am in charge of training and overseeing committee directors, organise workshops for directors, delegates, as well as conference staff.

**2017.11 - 2019.02**      **Clifford Alumni Secretariat**      **Founder and Chief Operations Officer (P/T)**  
• Clifford Alumni (CA) is the bridge between past and present students as well as staffs of Clifford School. For more information please see <http://www.cliffordalumni.com>, which was set-up, managed and administered by me;  
• As the founder and chief operations officer, mainly in charge of an 8-person international team, following up all core operation of CA. Since its establishment, CAS has held over 6 large-scale activities, marketing campaigns and fundraising events, including:  
✓ Alumni flowers donation: attracted more than 100 donors, gained donation sum of RMB 2,000,  
✓ Exclusive WeChat interview of Alumni: published interview contents of more than 30 distinguished alumni,  
✓ Alumni Sharing Session: held three times, welcomed participation from more than 500 people;  
• So far, CA has become an influential and valuable platform trusted by Clifford School.

**2015 Summer**      **S.Star Media Corporation, Guangdong Radio and Television (GRT)**      **Intern**  
• S.Star Media (<http://www.sstarmedia.com>) was a subsidiary of the GRT. S.Star designs and creates its programs mainly broadcast on GDTV, the provincial TV channel of Guangdong, China.  
• As an interim editor in the New Media department, main duties included:  
✓ According to the planning and arrangement of GRT, assisted to complete related work including gathering, reporting (and posting via Wechat and Weibo) first-hand information during the shootings of S.Star's TV programmes, and films.  
✓ Assisted the superior to select and implement creative ideas, excavating the most valuable information,  
✓ Sourced the newest public hot topics, and then integrated into "hot-spot" reports, which were offered as decision-making information to the superior,  
✓ Responsible for verifying materials such as words, pictures, video and other data, ensuring that the publications were not out of any deviation,

- ✓ Assisted the editor in cost-control, keeping the cost of the programme within the budget;
- ✓ Kept close communication with 6 other departments (such as Production and Editing), ensuring the fast progression of projects.

**2014 Summer**                      **World Youth Economic Forum (WYEF), Seed International, Beijing, China**                      **Director-General**

WYEF is a simulation of the World Economic Forum for secondary school students from all over the world. Seed International, Yale University, and the Global Undergraduate Economic Forum are the co-hosts of WYEF;

- As the Director-General for WYEF, comprehensively oversaw of all aspects of the conference which include:
  - ✓ Academics: According to the need of the conference, confirmed the invited scholars, rectified new delegates' Rules and Procedures,
  - ✓ Logistics: Ensured that each post are clearly defined and implemented with contingency plans, did a good job of transactional notification, hotel booking, etc,
  - ✓ Delegate experiences: Paid close attention to participants' feedbacks, and response in a timely manner accordingly;
- The 2014 edition was held in a four-starred hotel in Shanghai, China, and has welcomed over 800 participants from all around the world, consisted of 11 committees.

## //Campus Experience

**2016 - 2017**                      **Department of Politics and International Studies, University of Warwick**                      **Research Assistant**

- Assisted Prof. Matthew Clayton (Warwick) and Dr. Tom Parr (Essex) in their research project on the ethics of Santa Claus;
- This project examined if parents' education of Santa Claus (and alike characters in other cultures) to young children was moral, as it involved consenting actions such as deception. For this purpose, I compiled research findings from 2 books, and 10+ scholars' articles, made the important contribution to the research.

**2014 - 2015**                      **University of Essex Model United Nations 2015 (MUNEx 2015)**                      **Director - General**

- Responsible for coordinating the division of work, ensuring clear division of labor;
- Through consulting over 10 MUN Rules and Procedures around the world, authored MUNEx 2015 Rules of Procedures (39 pages);
- In charge of monitoring 3 Committees and their perspective academic performances. Meanwhile, overall-coordinated over 60 participants of MUNEx 2015;
- In charge of recruitment, resulted in 6 Committee Directors and Assistant Directors, which managed by me;
- In charge of MUNEx 2015 Merchandises and Inventories - based on data analysis - efficiently reduced the expense over 63%;
- According to the market research and previous experience, designed marketing materials of MUNEx 2015.

**2010 - 2011**                      **The 7th Students' Union, Clifford School**                      **President**

- Comprehensively took charge of the department management in the Union of Students, formulated the annual work plan and target, and divided the target, ensuring the smooth completion of the target;
- Organised and planned various campus activities of the organisation, assessed and analysed activity results, and improved Union operations such as the Society Fair, Open House, Sports' Meeting, Clifford School Radio; Oversaw Union communications with other local school student unions, and was personally elected member of Guangzhou ACE Student Union;
- In charge of the recommendation and evaluation work of the organisation, awarded the Excellent Cadre of Panyu District who had the potential leadership and organising ability for the organisation through the establishment of the scientific assessment system;
- In charge of organising members' work training, team building and personnel performance appraisal;

Main Contribution:

- ✓ Structural reform of the students' union, which consisted of further division and specification of departments by function, offering more autonomy to department ministers; while the Union Dais changed from dictating to providing individualised support to departments. As a leader, the administration was considered highly efficient and have generated most profits (over RMB 2,000) in the history of Clifford School,
- ✓ In addition, as the originator, lobbied with School and obtained permanent sponsorship positions in the New Year Gala, Sports' Meeting, and Flag-raising Squad.

## //Skills

- Event/Conference Management
- Debating and Model United Nations
- Computer Skills: Proficient in using Microsoft Office Software, Adobe Photoshop and InDesign.
- Language Skills:
  - ✓ English: strong listening, speaking, reading and writing abilities, used as working language;
  - ✓ Spanish: elementary;
  - ✓ Mandarin and Cantonese: native.