

# Christy Cao

"Striving for excellence in everything I do, I aim to bring dedication, innovation, and a positive attitude to every challenge and opportunity."

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## EXPERIENCE

### WenYuan Ancient Architecture Co., Ltd., Chongqing, China — Intern, Communication and Operations Assistant

August 2023 - PRESENT

- Assist in coordinating communication between the construction/design team and clients.
- Support the operation team in daily tasks including project scheduling and resource allocation.
- Participate in meetings with stakeholders of the Chongqing Arhat Temple project, providing translation and summarizing key points.
- Help organize and maintain project documentation and reports, ensuring accuracy and compliance with company standards.
- Contribute to the development of promotional materials and presentations for client meetings.

## EDUCATION

### University of California, San Diego 9500 Gilman Dr, La Jolla, CA 92093 — Bachelor of Science in Business Economics

September 2022 - PRESENT

Expected Graduation: June 2026

GPA: 3.9

## LANGUAGES

Fluent in English and Mandarin.

## SKILLS

**Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), project management software, and basic knowledge of Adobe Photoshop.

**Communication:** Strong verbal and written communication skills, experienced in translating technical information for non-technical audiences.

**Organizational Skills:** Highly organized, able to manage multiple tasks and projects simultaneously, with a strong attention to detail.

**Teamwork and Leadership:** Demonstrated ability to work effectively in team settings, taking on leadership roles and collaborating to achieve common goals.

## PROJECT

### Chongqing Arhat Temple Project WenYuan Ancient Architecture Co., Ltd.

- Collaborated with the design and construction team to ensure project milestones were met.
- Assisted in the development of project plans and timelines.
- Supported the team in troubleshooting.

## ACTIVITIES AND INVOLVEMENT

- Member, Women in Business Club, UCSD
- Volunteer, UCSD Animal Saving Program
- Participant, Cornerstone Community Consultants at UCSD

## REFERENCES

Available upon request.