

刘栩冰

教育背景

香港大学 (qs 排名: 26)	2023 年 8 月-2024 年 11 月
•学位: 普通法硕士	
中山大学 (985 工程高校)	2019 年 9 月-2023 年 6 月
•学位: 法学学士	
•GPA: 3.8/4.0	
•奖项: 中山大学优秀学生奖学金三等奖、许仲伟外语奖学金	

实习经历

北京市金杜 (广州) 律师事务所 金融证券部 实习生	2023 年 6 月-2023 年 8 月
•参与某电信设备公司再融资项目, 完成 50 余家关联企业网络核查、30 余家主要客户及供应商现场调查、重要法律问题研究 (如机器人行业政策、境外投资备案) 及董监高访谈等工作。与财务、法务、券商、会计师及境外律师对接, 收集整理合规证明、自然人调查表及资产权属证明等底稿资料, 基于尽调结果撰写、审核律师工作报告与法律意见书, 主要负责撰写关联交易、主要财产、三会议事规则及规范运作以及董监高变化章节	
•起草、校对员工持股计划、股权转让协议、产品架构图等其他项目文件	
上海秉文律师事务所 实习生	2023 年 3 月-2023 年 5 月
•负责常法顾问工作, 审核及修订客户企业的服务合同、策划合同、保密协议等合同文件共计 20 余份	
•完成律师交办的其他法律事务, 如协助起草包括仲裁申请书、律师函在内的法律文件, 针对经济性裁员、管辖权异议等复杂问题进行法律检索并撰写研究报告	
广东向晓律师事务所 实习生	2021 年 7 月-2021 年 9 月
•为客户单位拟定、审核施工合同、劳务协议、股东代持协议等各类合同共计 10 余份, 针对社保补缴、工伤认定、病假等劳动争议问题进行法律研究	
•在合伙人指导下接待当事人, 收集案件材料、进行案情梳理及诉讼策略分析, 归档涉案文件及律所台账。为包括离婚、酒驾、行政处罚纠纷在内的 20 余起案件起草起诉状、法律意见书、羁押必要性审查申请书等文件	

校园经历

中山大学第十一届基层法治调研比赛	2020 年 12 月-2021 年 5 月
•负责问卷设计、回收及分析, 与项目成员合作撰写了《法治视角下农村民众参与规章制度实施的经验与问题——以广东省 H 市 Q 村为例》调研报告, 取得较好成绩 (5/20)	
中山大学第一届法学青年人才论坛 学生助理	2020 年 11 月-2020 年 12 月
•协助完成会场布置、物资准备以及邀请与会嘉宾等工作	
中山大学爱心联盟 干事	2019 年 9 月-2020 年 9 月
•策划系列公益活动, 撰写策划书并协助各方对接。组织并参与跨市益教项目, 活动累计贡献服务时长超 600 小时	

证书及技能

•证书: 法律职业资格证书(A 证), 英语六级 (592), TOFEL (99), 机动车驾驶证 (c1)
•技能: MS Office, Python, 熟练运用秀米等公众号运营软件

LIU Xubing

EDUCATION BACKGROUND

The University of Hong Kong (QS Ranking: 26) 08/2023 – 11/2024

- Degree: *Master of Common Law*

Sun Yat-sen University (985 Project) 09/2019 – 06/2023

- Degree: *Bachelor of Law*
- GPA: 3.8/4.0
- Outstanding Student Scholarships of Sun Yat-sen University, The Xu Zhongwei Foreign Language Scholarship

PART-TIME WORKING EXPERIENCE

King & Wood Mallesons Guangzhou Office 06/2023 – 08/2023

Intern, Financial Securities Department

- Participated in a refinancing project of a listed company, conducted due diligence on the project company, completed tasks including online research, on-site investigations, in-depth legal research on important legal issues. Drafted, reviewed, and revised lawyer's work reports and legal opinions based on the due diligence results
- Drafting and proofreading legal documents such as employee stock ownership plans, equity transfer agreements, and product architecture diagrams

Shanghai Bingwen Law Firm 03/2023 – 05/2023

Intern

- Drafted and reviewed more than 20 contract documents including service agreements, planning contracts, confidentiality agreements, etc. for client companies
- Completed other legal matters assigned by lawyers, such as drafting legal documents including arbitration applications, conducted legal research and analysis of complex issues

Guangdong Xiangxiao Law Firm 07/2021 – 09/2021

Intern

- Drafted and reviewed various contracts including construction contracts, labor agreements, and shareholder proxy agreements, totaling more than 10 contracts for client companies. Conducted legal research on labor disputes related to social security arrears, work-related injury determinations, sick leave, etc.
- Received clients, collected case materials, conducted case analysis and litigation strategy analysis, filed relevant case documents and maintained firm records. Drafted pleadings, legal opinions, and applications for necessary detention reviews for more than 20 cases, including divorce, drunk driving, and administrative penalty disputes

ON-CAMPUS ACTIVITIES

Member: the 11th Grassroots Research Competition of Law School of SYSU 01/2021 – 06/2021

- Responsible for designing the questions for questionnaires and spot field investigation
- Examined the extent of regulations' implementation affected by place attachment and civic engagement in the context of an acquaintance society
- Wrote a report *Civic Engagement of Rural People From an Acquaintance Society in the Implementation of Regulations - Experiences from Q Village in Guangdong Province*

Manager: the First Youth Talent Law Forum of Sun Yat-sen University 11/2020 – 12/2020

- Responsible for on-site management, including inviting prestigious scholars

Member: the Childcare Services for Autism 09/2019 – 09/2020

- Participated the cross-city childcare educational project

ADDITIONAL SKILLS

Language Skills: English (CET-6:592, TOEFL:99)

Technical Skills: National Legal Professional Qualification Certificate, Driver License(C1), MS Office and Python