

# Qinyuan Xiao

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## EDUCATION

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### **The Chinese University of Hong Kong**

*Master of Science (Marketing)*

**Hong Kong**

*Aug. 2024 - July 2025*

### **Beijing Forestry University (Project 211)**

*Bachelor of Management (Major in Business Administration)*

**Beijing, China**

*Sept. 2019 - July 2023*

Overall GPA 3.49/4

### **University of California, Berkeley**

*Global Access Program*

**Berkeley, US**

*Jan. 2022 - Dec. 2022*

One-year Outbound Exchange Programme in US No.1 public university

## PROFESSIONAL EXPERIENCE

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### **TopAcademic**

*Academic Tutor*

*Aug. 2024 - present*

• Tutored overseas Chinese students on coursework, assignments, and academic writing; provided application and interview guidance.

### **WECARE Education(HK) Group limited**

*Big Career Wechat Official Account Operations Manager*

*Aug. 2024 - Nov. 2024*

- Spearheaded the publication of job information, empowering young job seekers in Hong Kong to find relevant opportunities.
- Achieved significant followers growth, enhancing community engagement.
- Developed strategic content initiatives that improved user interaction and support for career development.

### **Guangdong Yuehai Industrial Park Investment Holdings Co., Ltd.**

*Intern, Marketing Department*

*Mar. 2023 - May 2023*

- Supported daily managerial tasks and improved marketing management systems.
- Conducted competitor analysis and market research to assist in marketing plan development.
- Contributed to brand development and managed member data analysis.
- Handled social media operations and external communications.

### **China International Capital Corporation Limited**

*Intern, Investment Banking Division*

*July 2021 - Aug. 2021*

- Researched and analyzed the online car-hailing and energy technology industries for IPO valuations.
- Prepared capital operation proposals for clients.
- Collaborated on evaluating potential investment projects.

### **Baoneng Group, Headquarter**

*Intern, Board Office*

*July 2020 - Aug. 2020*

- Contributed to the analysis and evaluation of the strategic plan for the acquisition of Baoxin Finance.
- Collaborated with the team to develop comprehensive annual reports and conducted financial forecasting for the upcoming 3 to 5 years.
- Conducted market research, gathering data and insights to support strategic decision-making.

## EXTRACURRICULAR EXPERIENCE

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### **Haolang Village Foundation**

*Founder*

*July 2016 - Current*

- Supported educational development and organized assistance for local schools in Haolang Village  
Raised funds for higher education and rural infrastructure
- Coordinated holiday visits to elderly individuals

### **Student Union, Beijing Forestry University**

*Leader, Organisation and Coordination Department*

*Jan. 2020 - Dec. 2021*

- Executed online lectures on diverse subjects, reaching over 4,000 viewers
- Raised 200,000 RMB for campus events.
- Launched the “LinHui Card” with over 40 local businesses for student

### **Covid Fundraising Program**

*Project Leader*

*Feb. 2020*

- Raised 500,000 RMB in 10 days for Wuhan Central Hospital, covered by People’s Daily Online

## SKILLS

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**Language:** Mandarin (Native), English (Fluent), Cantonese (Intermediate), Spanish (Intermediate)

**Core Skills:** Research, Communication, Teamwork, MS Office Software, Python, R Language

**Interests:** Travel, Ski, Piano