

YILIN ZHANG

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EDUCATION

Rockefeller College of Public Affairs & Policy, SUNY Albany

Albany, NY

Master of Public Administration

May 2013

Concentration: Public Economics & Finance, and Policy Analysis

GPA: 3.8/4.0

Tsinghua University

Beijing, China

Bachelor of Arts in Sociology

July 2011

GPA: 88.7/100 Rank: 3/16

Relevant Coursework

Public Financial Management · Data, Models, and Decisions · Intermediate Microeconomics and Macroeconomics · Social Statistics · Social Investigation and Research methods · Calculus · Theory of Probability and Mathematical Statistics · Core courses about Computer Application

WORK EXPERIENCE

China National Complete Plant Import and Export Group

Beijing, China

Department of Operation and Management

November 2013 - August 2016

- Assisted managers to assign tasks, and communicated with more than 10 branch companies
- Built strong relationships and partnerships across the broader HR functions
- Conducted operation logistics and collected performance reports
- Analyzed all kinds of reports and wrote memos to provide information to managers
- Worked with managers to compile budgets based on data and reports
- Ran diagnostics on several web-based survey databases and analyzed results
- Evaluated results of survey and recommended strategies to improve performance
- Analyzed data in Microsoft Access and Excel, and created forecasting models
- Followed the conduction of branch companies and reported performance to chief executive officer
- Composed analysis reports of implementation and performance to find outcomes

New York State Education Department

Albany, NY

Office of Human Resources Management, Graduate Intern

March 2012 – May 2013

- Recruited potential candidates for position in sites and performed new hire orientations
- Introduced 20 new employers to the Career Development Center's job site resulting in additional contacts and positions for students
- Conducted research, collected data and information about the development of procedure activities
- Developed several innovative database tactics that are still used
- Performed general office duties, such as answering phones, general filing, and clerical duties while multitasking

Beijing Olympic Games

Beijing, China

Team Leader of one competition team

October 2007 – August 2008

- Worked in the Water Cube to greet and guide all athletes and their teams
- Communicated with top athletes, their coaches and all kinds of medias, including newspaper, TV, website, radio etc.
- Assisted in management of events on social media feeds, working with marketing teams on

- messaging and posting calendars
- Wrote and posted articles and photos on social media network
- Managed on-site meeting logistics, including managing registration check-in and working with internal/external staffs and partners
- Escorted winning athletes passing through the media areas
- Provided service to supervisors and team members, and helped members solve problems
- Kept all the activities, such as media interviews and awards ceremonies, on schedule
- Worked on pre and during event days to assist with ensuring events are setup and run smoothly alongside managing administration
- Performed other duties as assigned by management

VOLUNTEER WORK

Chinese Student & Scholar Society of Oregon State University

Corvallis, OR

Volunteer

September 2016–July 2018

- Helped new international students and scholars to settle down and adapt to new environment
- Planned and organized events to welcome new friends and to enhance understanding and friendship
- Provided useful information about campus and town online to people who need

Nonprofit Sector Seminar Series

Albany, NY

Student Volunteer

April 2013 – May 2013

- Assisted in organizing the whole activity, including contacting other volunteers and training
- Conducted quantitative and qualitative research about topics related to nonprofit sector
- Wrote memos including interpreting and communicating analysis results to professors

HONORS AND AWARDS

Taiwan Liqing Scholarship for excellent students

October 2007

Outstanding volunteer for Beijing 2008 Olympic Games

September 2008

ShihengDianchang Scholarship for outstanding students

October 2009

First Place for Internship Performance Evaluation

September 2010

Remarkable intern of State Development & Investment Corporation

June 2014

Outstanding employee of State Development & Investment Corporation

February 2015