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年龄: 24 岁  
城市: 浙江省杭州市



教育经历

法学硕士   国际事务专业   加利福尼亚大学圣地亚哥分校	2022 年 9 月 - 2024 年 6 月
海外交换   国际商务经济专业   庞培法布拉大学 (瀚德奖学金)	2021 年 9 月 - 2022 年 6 月
经济学与文学学士   国际贸易和西班牙语专业   北京师范大学	2018 年 9 月 - 2022 年 6 月

实习经历

<p>项目经理助理   圣地亚哥市政府   加州圣地亚哥</p> <p>2023 年 12 月 - 2024 年 6 月</p> <ul style="list-style-type: none"><li>• 数据收集: 利用 GIS 地理信息系统工具数据化 2035 年建筑脱碳 KPI, 更新市区 64 个公共体育中心、32 个市政图书馆电气设备数据, 基于建立的数据库, 提高翻修电气化资金 (2.5 千万美元), 推进项目实施进程, 支持可持续和交通部门建筑电气化项目。</li><li>• 调查研究: 跟踪申请加州能源委员会资助建筑电气化资金, 调研 52 个社区人口经济特征, 研究相关非盈利组织并撰写社区改造报告。</li></ul>	
<p>项目经理助理   加州能源委员会   加州圣地亚哥</p> <p>2023 年 6 月 - 2023 年 9 月</p> <ul style="list-style-type: none"><li>• 项目运营: 组织公开研讨会 (100+与会者) 宣传项目, 撰写电动汽车充电基础设施项目开发文件, 主持公众意见会收集相关利益方招标书 (<a href="https://www.energy.ca.gov/event/workshop/2023-07/electric-vehicle-infrastructure-project-tracker-workshop">https://www.energy.ca.gov/event/workshop/2023-07/electric-vehicle-infrastructure-project-tracker-workshop</a>)。</li><li>• 项目管理: 推进项目评估和提案开发进程, 帮助合作伙伴 (10+) 价值分析; 协调跨部门协作, 建立技术集成和项目合作机制。</li><li>• 技术支持: 撰写 "轻型电动汽车充电基础设施可靠性" 报告, 对接 CEC 员工研究撰写充电标准和电池交换模式备忘录。</li></ul>	
<p>市场研究   圣地亚哥社区能源中心   加州圣地亚哥</p> <p>2022 年 12 月 - 2023 年 5 月</p> <ul style="list-style-type: none"><li>• 数据收集: 电子邮件调研 30+家公司电车车型及充电插头, 收集联邦和州税收减免建立太阳板数据库, 提高团队数据集的准确性。</li><li>• 模型开发: 分析 V2G 项目可行性, 建立 ROI 指标评估开发线性财务模型, 和团队提供每周更新数据, 优化数据与模型预测和可行性。</li><li>• 团队报告: 分析插电式电动车和电动车供应设备数据, 带领市场研究团队分析太阳能市场, 并在委员会内部进行 15 分钟展示汇报。</li></ul>	
<p>采购助理   小米科技有限公司   中国北京</p> <p>2021 年 6 月 - 2021 年 8 月</p> <ul style="list-style-type: none"><li>• 供应链优化: 使用 CRM 数据库迁移供应商合同, 进行库存跟踪和价格监控; 促进内外部团队间合作, 推进可持续供应链倡议。</li><li>• 成本评估: 使用 PivotTable 管理 14 万个手机零部件, 跟踪 100+元件 (电阻器、电容器和微芯片) 成本, 优化成本缩减发货时间。</li><li>• 市场开发: 分析印度和欧洲低端市场报告, 为当地市场创建市场份额仪表盘, 创新产品协助销售和营销部门识别新机会并增加收入。</li></ul>	
<p>营销助理   杭州海康威视数字技术股份有限公司   中国杭州</p> <p>2020 年 6 月 - 2020 年 8 月</p> <ul style="list-style-type: none"><li>• 数据分析: 使用 Excel 数据透视表分析和综合商品的每周进出口统计数据, 创建每月趋势图表; 优化团队亚马逊数字广告投放策略, 提高 2% 的曝光率; 与税务和海外市场部门协调, 简化税收退款流程并确保合规, 降低财务风险, 提高运营效率。</li></ul>	

项目经理

<p>毕业项目   特斯拉供应链环境影响分析</p> <p>2024 年 3 月 - 2024 年 6 月</p> <ul style="list-style-type: none"><li>• 数据分析: 收集数据并监测与锂和镍供应链相关的行业趋势, 分析印度尼西亚市场矿物提取项目, 为可持续发展计划提供数据支持。</li><li>• 项目管理: 与内部利益相关者合作, 收集有关供应链环境可持续性的见解; 准备报告和演示, 有效传达关键发现、机会和建议。</li></ul>	
<p>市场研究   中国国际贸易经济合作研究院   西班牙巴塞罗那</p> <p>2021 年 10 月 - 2021 年 12 月</p> <ul style="list-style-type: none"><li>• 数据处理: 收集和清理企业报告和企业平台数据, 利用 Pivot table 构建 200+中国国际贸易企业数据集, 为政策决策提供数据支持。</li><li>• 报告撰写: 评估企业财务状况和关键人员, 起草贸易政策和海外业务合规性报告, 分析国际贸易行业趋势、挑战和机遇。</li></ul>	

工作技能

语言: 英语 CET-6 (575); 雅思 7 分 (阅读 7, 听力 7, 口语 7.5, 写作 6.5); 西班牙语 B2; 韩语和粤语入门	
计算机: 编程 (GitHub/R/Python/SQL/Stata), Excel (宏/VBA/数据透视表), 可视化 (Power BI/Tableau/ GIS, Google Earth), MS Office 套件	
其他技能: 社交媒体运营 (小红书/抖音/微博), 采购软件 (CRM 数据库), 能源监管法规 (GAAP), 会计与金融助教	

## HELENA CHI

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**Programing:** GitHub, Python, R, SQL, Stata  
**Advanced Excel:** Macros/VBA/Pivot Tables  
**Data Visualization:** GIS, Google Earth, Power BI, Tableau

**Microsoft Office:** Outlook, SharePoint, OneDrive, MS Teams  
**Language:** Chinese (Native), English (IELTS 7.5, Fluent), Spanish (DELE B2), Korean & Cantonese (Entry level)

## WORK EXPERIENCE

- Project Manager Assistant | **San Diego City Government** | San Diego, CA December 2023 – June 2024
- Leveraging GIS for comprehensive analysis of recreation centers and public libraries, integrating data layers for Municipal GIS tool to support the energy department on electrification of public buildings and community resilience initiatives.
  - Establishing a database using SANDAG demographic data to pinpoint 75+ CBOs; streamlined data sharing with the mobility team, leading to optimal placement of electric vehicle charging points and tripling community engagement metrics.
  - Vigilantly pursuing grant opportunities to secure funding for California Energy Commission building electrification projects.
- Project Manager Assistant | **California Energy Commission** | San Diego, CA June 2023 – September 2023
- Organized a pivot workshop for the EV Infrastructure Tracker Project, garnering feedback from 10+ stakeholders (<https://www.energy.ca.gov/event/workshop/2023-07/electric-vehicle-infrastructure-project-tracker-workshop>); garnering feedback of 10+ stakeholder surveys and integrating into requests for proposals.
  - Spearheaded 100% of product and service road mapping, ensuring alignment with data teams and utility stakeholders, culminating in the approval of the final product data list by the project manager and integrating into data frame of the project action plan.
  - Authored impactful reports on "Charging Infrastructure Reliability for Light-Duty EVs in China" and EV charging standards, enhance the likelihood of committee's decision-making regarding charging reliability and unified standards.
- Market Analyst | **Center for Community Energy** | San Diego, CA December 2022 – May 2023
- Designed interview guides and collected data from 20+ electric vehicle firms through code call, emails and focus group; Created a financial model for Vehicle-to-Grid (V2G) with ROI assessment and delivered data visualizations for the V2G project.
  - Contributed to memos and reports on carport finance analysis, presented model's function to internal staff, enhancing value for the distributed energy resources program, and increasing possibility of grants applications for Center for Community Energy.
  - Led a 5-members team with weekly meetings, receiving guidance for technical knowledge from senior team members, and improved research pipeline management, implementing an efficient paperless workflow by reducing 20% paperwork.
- Resource Strategy | **Xiaomi Technology Co., Ltd.** | Beijing, China June 2021 – August 2021
- Constructed database that kept track of 100+ key components (resistors, capacitors, and microchips) and developed digital dashboards for local markets inventories, enhancing data searching and empowering inventory management efficiency.
  - Conducted market analysis in India and Europe, generated a visualized presentation resulting in a streamlined supply chain initiative that improved inventory tracking, reduced production time by 5%, and minimized costs and shipping time.
- Digital Marketing | **Hangzhou Hikvision Technology Co., Ltd.** | Hangzhou, China June 2020 - August 2020
- Analyzed weekly statistical data to optimize digital advertising campaigns on Amazon, boosting exposure by 12%.
  - Managed reconciliation of 100+ product and tax receipts from European Amazon sites using Excel PivotTable with Macros, guaranteeing prompt resolution of stock discrepancies, and ensuring tax compliance.

## EDUCATION

- Master of International Economics** | UC San Diego, School of Global Policy and Strategy September 2022 – June 2024
- Courses: Quantitative Methods I&II&III, International Economics, Pol Energy/Env regulations, Data Science Approaches
- Certificate of International Business Economics** | Universitat Pompeu Fabra September 2021 - June 2022
- Courses: Marketing Analysis, Entrepreneurship in the third sector, Public Policy & Economics, Europe Economics
- Bachelor of International Trade and Spanish** | Beijing Normal University September 2018 – June 2022
- Course: Mathematical Statistics, Linear Algebra, Econometrics, Intermediate Micro & Macro-economics, GIS series

## RESEARCH & PROJECT EXPERIENCE

- Capstone | **Analysis of Tesla Supply Chain Environmental Impact** March 2024 – June 2024
- Gather data and monitor industry trends related to lithium and nickel supply chains for value growth and sustainability initiatives.
  - Engage with internal stakeholders to gather insights on environmental sustainability within the supply chain; Prepare reports and presentations to communicate key findings, opportunities, and recommendations effectively.
- Research Assistant | **Chinese Academy of International Trade and Economic Corporation** October 2021 - December 2021
- Compiled data from 200+ international trade enterprises in China to produce a qualitative report evaluating enterprise financial status and personnel, informing policy analysis, and identifying challenges in US-China trade compliance.