

# Angela(Xiangyu) ZHOU

MacGregor, ACT 2615, Australia

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Mobile: 0432528798

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## EDUCATION

2012 – 2015:

### **The Australian National University**

- Master of Financial Management  
Master of Business  
*Jul 2012 – Dec 2013*
- Master of Applied Statistics  
*Feb 2014 – Jul 2015*

2007 – 2011:

### **Nanjing University of Economics and Finance**

- Bachelor of Economics
- Majoring in Finance

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## SKILLS

**Language:**

English: Fluent  
Chinese: Native Speaker

**Organisation:**

Outstanding time-management and organisational abilities, willingly working unpredictable hours/overtime to ensure organisational efficiency and profitability.

**Computers:**

Technical proficiencies include Microsoft Office Suite, the Adobe Creative Cloud suite of publication tools, social media, and several data-analysis software.

- Proven professional skill in using Excel, Words, PowerPoint for functions, queries, reports, charts and solvers. Proficient in OneNote and Outlook for any administrative and operational support.
- Proficient in using R. Familiar with Python, Prism, SPSS, Eviews, Stata, and other statistical software.
- Familiar with Adobe InDesign, LaTeX, and Microsoft Publisher.

**Communication & Presentation**

Good communication skills and superb active listening skills complemented by proven skill in previous research assistant experience.

**Teamwork:**

Avid team supporter, motivating peers through personal example, a positive attitude, and a willingness to lend a hand whenever needed.

## EXPERIENCE

Jul 2017 – Dec 2018

**Research Assistant** – China Europe International Business School

**Part-time**

Responsibilities: Assist professors in research activities, including literature reviews, data collection and analysis; keep the business cases followed up.

*In English.*

Jun 2016 – Jul 2017

**Research Assistant** – China Europe International Business School

**Full-time**

Responsibilities: Assist professors in research activities, including literature reviews, data collection and analysis, and manuscript preparation; preparation of teaching materials; maintain accurate records of interviews, and summarise interviews; articles, reports, presentations and grant proposal drafting and collating; other administrative and organisational responsibilities.

*In English.*

Jul 2011 – Jun 2012:

**Editor** - Publishing House of Minority Nationalities

**Full-time**

Responsibilities: Collating, classifying, and proofreading the stories; assisting other editors with information.

*In Chinese.*

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## FORMAL EMPLOYERS' INFORMATION

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| <ul style="list-style-type: none"><li>• <b>Mr Jun Luo</b><br/>Department Manager<br/>Publishing House of Minority Nationalities<br/>Ph: +86 010 58130220<br/>Mobile: +86 13381139967<br/>E-mail: <a href="mailto:starbj@vip.sina.com">starbj@vip.sina.com</a></li></ul> | <ul style="list-style-type: none"><li>• <b>Professor Jeongwen Chiang</b><br/>Professor of Marketing<br/>China Europe International Business School<br/>Web: <a href="http://www.ceibs.edu/">http://www.ceibs.edu/</a><br/>Ph: +86 21-28906545<br/>E-mail: <a href="mailto:jwchiang@ceibs.edu">jwchiang@ceibs.edu</a></li></ul> |
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## REFEREES

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| <ul style="list-style-type: none"><li>• <b>Dr Zheyi Li</b><br/>Postdoc Research Fellow<br/>The Australian National University<br/>Ph: 0478737186<br/>Email: <a href="mailto:zheyi.li@anu.edu.au">zheyi.li@anu.edu.au</a></li></ul> | <ul style="list-style-type: none"><li>• <b>Dr Qian Shen</b><br/>Postdoc Research Fellow<br/>The Australian National University<br/>Ph: 0434982492<br/>Email: <a href="mailto:qian.shen@anu.edu.au">qian.shen@anu.edu.au</a></li></ul> |
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