

# Personal Resume

## Contact Information



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## Summary

**Passionate and driven student with a strong academic background in Business Administration. Possesses a solid understanding of accounting, finance, and data analysis. Adept at communication, teamwork, and problem-solving.**

## Education

**Sun Yat-sen University** (September 2022 - Present)

Bachelor of Business Administration (Expected Graduation: July 2026)

Relevant Coursework: Accounting Principles, Probability and Statistics, Intermediate Financial Accounting, Management Principles, Consumer Behavior, Marketing, Microeconomics, Macroeconomics, Econometrics, Financial Management, Strategic Management, Advanced Mathematics, Linear Algebra, Financial Statement Analysis, Managerial Economics, Business Ethics, Behavioral Economics, Health Economics, Stata, Python Programming, etc.

## Project experience

**Research Assistant** | National Natural Science Foundation of China Major Research Project "Research on the Optimization of Business Environment Driven by Modern Information Technology" (July 2024 - August 2024)    **Professor. Xianxiang Xu**

Participated in team discussions, assisting in the formulation of research frameworks, methods, and plans.

Conducted field research, collected data from enterprises and government departments, and ensured data quality.

Monitored project progress, regularly reported to supervisors, and adjusted research plans

accordingly.

Completed other research-related tasks assigned by supervisors.

Wrote field research reports.

**Research Assistant** | Research on the survival and development of individual industrial and commercial households in Guangdong Province (October 2024- November 2024)     **Lingnan college Sun Yat-sen University**

Contacted the merchant to visit and get first-hand data;

Assisted the project team in data collation;

Data summarized and combined according to the guidelines;

## Internship experience

**Research Intern**| The Guangzhou Institute of GBA(December 2024 -Present)

Participated in many large-scale academic annual meetings, political and economic forums and wrote relevant reports

Collected research data and produced visual charts for analysis

**Market Intern** | Golden Education Group (August 2023 - November 2023)

Assisted the marketing department in conducting market research, collecting industry information, competitor dynamics, and market demand data to support marketing strategy development.

Participated in planning and executing marketing activities, including online and offline events, promotions, and brand promotion, ensuring smooth progress.

Followed up on project progress, communicated and collaborated with various departments to ensure the implementation of marketing activities as planned.

Collected and analyzed market feedback information to provide reference for product optimization and marketing strategy adjustments.

**Scientific Research Intern** | Guangzhou Hualu Information Technology Co., Ltd. (November 2022 - January 2023)

Participated in the daily work of the project team and actively assisted team members in completing various tasks.

Collected, organized, and analyzed relevant data to provide support and suggestions to project managers.

Assisted in writing and editing company documents and reports to ensure their accuracy and completeness.

Participated in meetings and discussions and provided valuable opinions and suggestions.

## Campus Involvement

**Class Committee Member(Life Committee)** (June 2023 - Present)

**Club Member (Interviewer)** - Interviewed new members for the School Debate Team and the University English Debate Team, conducting multi-dimensional assessments and evaluations.

**School Promotion Team Member**(September 2022 - March 2023) - Participated in the Sun Yat-sen University winter recruitment campaign, organized recruitment groups, and served as the main speaker for promotional activities.

## **Skills**

English: Excellent (GRE:330, CET-6: 581+, IELTS: 7.5)

Communication: Excellent

Data Analysis: Proficient

Computer Skills: experience in Excel, Word, PowerPoint; Fundamental knowledge of Python and Stata.

Team cooperation: multiple teamwork experiences, good leadership skills

## **Awards and Honors**

Outstanding Translator Award (2022)

Semi-Finalist, Kapok Cup British Parliamentary (BP) Debate Competition (2023)

Third Place, Shanzheng Cup Chinese Debate Competition (2023)

Participant, KPMG ESG Case Analysis Competition (2023)

Participant, GF Fund Financial Literacy Challenge (2023)

Champion, Badminton Doubles, "Business and Travel" College Competition

Fourth Place, Sun Yat-sen University Chess League

Second-class scholarship

## **Personal Statement**

I am a hardworking, meticulous, and responsible individual with a strong ability to analyze and solve problems. I am eager to learn, diligent, and hands-on, with a strong sense of social responsibility. I am persistent and hardworking, enjoying new challenges. As a business student, I enjoy keeping up with financial news and industry trends, possessing keen perception and analytical abilities, and being familiar with the content of the field and having a passion for work. My extensive experience in team collaboration has enabled me to develop excellent communication skills and the ability to quickly participate in teamwork and task completion efficiently and effectively. Personally, I am a highly responsible person who maintains a high level of professionalism and dedication to every task. My attention to detail and focus allow me to excel in data processing and financial

analysis, always uncovering critical information hidden in the details. I am adaptable and can maintain high efficiency and productivity in different work environments and under pressure. Additionally, I have strong time management skills, allowing me to allocate time reasonably among multiple tasks to ensure timely completion.