GROUPOO INC.

700 Lavaca St, Ste 1401  
Austin, TX 78701

09/10/2024

Dear Ziyu Huang,

We are pleased to extend an offer for the part-time position of Operations Manager at GROUPOO INC. Your demonstrated enthusiasm and skillset throughout the interview process impressed us, and we are excited to welcome you to our team. We believe this role will offer you invaluable hands-on experience while also allowing us to benefit from your fresh perspectives.

**Offer Details**

The position is set to begin on 09/25/2024, with an anticipated duration of 2 months, though this may be adjusted based on project needs and your availability.

**Program Details**

• You will assist in the structural development of the company, including the recruitment of personnel for the finance, technology, and marketing departments.

• As part of the Podup Campus Ambassador Program, you will lead key projects related to your role over the course of 2 months A performance review will be conducted at the end of this period.

• In your capacity as Podup Operations Manager, you will be actively engaged in the promotion and operational processes of Podup, culminating in a final review at the conclusion of the program.

**Roles and Responsibilities**

1. Operational Development: Assist in recruiting personnel for the finance and human resources departments and liaise with local law firms as needed.

2. Brand Promotion: Lead promotional activities for Podup on campus through social media, campus events, and other channels to enhance brand awareness.

3. Ambassador Recruitment: Identify key campus influencers and recruit them to join the promotion team as ambassadors.

4. Event Organization: Plan and host promotional events to encourage user registration and participation.

5. Feedback Analysis: Collect, analyze, and report user feedback to support product and service improvements.

6. Progress Reporting: Provide regular updates on the progress of promotional efforts.

**Terms and Conditions**

• Compensation: This is a paid position with compensation set at $3,400 per month.

• Working Hours: You will work part-time, approximately 20 hours per week.

• Benefits:

- Networking Opportunities: Connect with industry professionals and attend company events.

- Mentorship: Receive guidance and support from a mentor or supervisor.

- Flexible Working Hours: Enjoy flexible hours or remote work options depending on company policy.

- Access to Company Resources: Utilize company tools, software, and resources relevant to your role.

- Performance Feedback: Benefit from regular evaluations and feedback to support your professional development.

• Completion: Upon successful completion of the internship, a letter of recommendation will be provided upon request.

**Confidentiality**

As part of this role, you will have access to proprietary information and data. Therefore, signing a Non-Disclosure Agreement (NDA) is a mandatory requirement prior to starting the position.

We are confident that your time at GROUPOO INC. will enhance your professional expertise and offer you invaluable real-world experience. We look forward to the innovative ideas and strategies you will bring to our team.

To accept this offer, please sign and return the attached copy of this letter by 09/14/2024. Should you have any questions, feel free to contact us at [groupoocareer@podupx.com].

Acknowledgment and Acceptance

I, \_\_Ziyu Huang\_\_\_, hereby accept the Operations Manager position as outlined above at GROUPOO INC.

Signature: \_\_Ziyu Huang\_\_\_\_  
Date: \_\_9/10/2024\_\_\_

Thank you for choosing to grow with GROUPOO INC. We are excited to welcome you aboard!

Warm regards,  
Shu Chen  
CEO  
GROUPOO INC.