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EDUCATION

M.A. in Linguistic Data Sciences	University of Eastern Finland	09/2023 - 03/2025
<ul style="list-style-type: none"><i>Main Courses: Python Programming for Linguistic Research, Methods in Language Technology, Learning Analytics, Statistics and Data Visualisation for Linguistics</i>		
Master of Translation and Interpreting	Shanghai International Studies University	09/2019 - 03/2022
<ul style="list-style-type: none"><i>Main Courses: Technical Writing, Translating Documentation, Terminology and Post-editing, Legal Translation</i><i>GPA: 3.83/4.0</i>		
Bachelor of Laws	Shanghai International Studies University	09/2015 - 06/2019
<ul style="list-style-type: none"><i>Main Courses: Maritime Law, International Economic Law, Intellectual Property Law, Contract Law</i>		

PROJECT

Student Researcher / Data analyst at University of Eastern Finland	02/2024 - 03/2024
<ul style="list-style-type: none">Documentation: Independently carried out a corpus-based comparative analysis, used VSCode and RStudio to document the research workflow, methodologies, source code, and findings in R and Markdown, before archiving the result in HTML.Data Analysis: Collected, cleaned and analyzed a corpus containing 1.6 million words. Utilized Python NLTK and online tagging tools for POS and semantic tagging. Completed multiple linguistic analysis with R.Project Report: Presented the report using a data-driven, story-telling strategy with Canva, scored high in final review.	

PROFESSIONAL EXPERIENCES

Associate, American Client Solutions at Gerson Lehrman Group	03/2022 - 10/2022
<ul style="list-style-type: none">Project Documentation: Structured and updated screening questions, experts' onboarding tutorials, and post-interview FAQs. Streamlined the recruiting process to successfully navigate at least 5 recruiting projects per day.Expert Recruiting: Conducted at least 5 recruiting projects per day, sourcing and reaching out to 20 industry experts in the Greater China area per project, and successfully onboarded 15 experts each month.Client Support: Solved 10+ inquiries per day, as the primary liaison among candidates, compliance team and clients, to support clients' fast-changing research angles.	
Digitalization Project Management Intern at Huazhu Hotels Group	07/2021 - 01/2022
<ul style="list-style-type: none">Project Support: Monitored schedules of 3 projects (loyalty system, call center, and sales), familiar with MS Project and JIRA. Maintained project documents (loyalty plans, cost monitoring reports, T&Cs). Coordinated with law team to ensure the updated T&Cs conform to GDPR requirements.Technical Translation: Translated (Chinese-English) tutorials, release notes, PRDs, FAQs, progress reports, and exchanging emails for the CRM product team.Meeting Coordination: Coordinated 60+ meetings between the company's China and Germany teams, and completed every bilingual meeting minutes within a 2 hour timeframe.	
Instructional Content Creator at Shanghai Global Communicator	10/2019 - 06/2020
<ul style="list-style-type: none">Content Writing: Created over 40,000 words of bilingual content for the company's education channel, covering topics including translation studies, linguistic quality assurance, and localization strategies.Community Operations: Managed a translation-learning community of 300 members, adopted a reciprocal study system, driving a 25% engagement increase.Curriculum Development: Designed and prepared multi-media course materials for 20+ localization class, accumulated 500+ attendance in total.	

SKILLS

- Programming and Documentation:** Python, R, SQL, HTML, Markdown, Git, VSCode
- Project Management:** Jira, MS suite
- Research and Communication:** recruiting, expert interview, desk research, community operations
- Languages:** Chinese (native), English (C1), Japanese (B2)