Audrey (Xianjing) LI

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EDUCATION

M.A. in Linguistic Data Sciences   University of Eastern Finland   09/2023 - 03/2025

- *Main Courses: Python Programming for Linguistic Research, Methods in Language Technology, Learning Analytics, Statistics and Data Visualisation for Linguistics*

Master of Translation and Interpreting   Shanghai International Studies University   09/2019 - 03/2022

- *Main Courses: Technical Writing, Translating Documentation, Terminology and Post-editing, Legal Translation*
- *GPA: 3.83/4.0*

Bachelor of Laws   Shanghai International Studies University   09/2015 - 06/2019

- *Main Courses: Maritime Law, International Economic Law, Intellectual Property Law, Contract Law*

PROJECT

Data analyst at University of Eastern Finland   02/2024 - 03/2024

- **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

- **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

- **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.
- **Technical Communication:** As the first contact between China IT team and Germany Marketing team, coordinated marketing materials and technical communications for the company's Loyalty System Launching Event.

Instructional Content Creator at Shanghai Global Communicator   10/2019 - 06/2020

- **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. See a sample here.
- **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, Adobe (Ps, Pr)
- **Research and Communication:** recruiting, expert interview, desk research, community operations
- **Languages:** Chinese (native), English (C1), Japanese (B2)