

# Wei(Eliza) Zhang

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## Administrative Assistant

## EDUCATION

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### Beijing Foreign Studies University

📍 Beijing, China

M.A American Studies, School of English and International Studies

2021/09-Present

Courses: History of Sino-US Relations (98), American Politics (92), American Economic History (97),  
History of American Diplomacy (91), America and the Indo-Pacific (94), American Constitution (90),  
Quantitative Research (93), Cross-Border Migration (94), American Cinema (92), American Sinology (90)

B.A English Language & Literature, School of English and International Studies

2017/09-2021/06

Courses: Intensive Reading (96), Academic Writing (94), Debate (94), Argumentative Writing (92),  
Introductions to Linguistics (94), International Relations (93), Introduction to Economics (92)  
Spanish (98), International Political Economy (90), Bulgarian (99), Western Classics (92)

Double Degree on Diplomacy, School of International Relations and Diplomacy

2018/09-2021/06

Courses: World Economy, International Law, Foreign Relations of China, Eastern Asia Politics and Diplomacy

### The University of Adelaide

📍 Adelaide, Australia

English and Research Communication Skills Program, English Language Centre

2020/01-2020/02

### Awards/Honors

2022: Master Students First Level General Academic Scholarship

2021: Master Students Second Level General Academic Scholarship

2019: Second-class Scholarship; Social Service Award

2018: Global Times Scholarship

## EXPERIENCE

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### Research

Research assistant, Prof. Li Qikeng, Sino-US People-to-people Exchange

2022/02-2022/08

Research assistant, Prof. Chen Juebin, Sino-US cultural exchange at local government level

2021/10-2021/11

Teaching assistant, Prof. Dong Yikun, Academic Writing (International Relations)

2023/02-Present

### Internship

Editor & Interpreter, China Council for the Promotion of International Trade (CCPIT)

2021/06-2021/08

### Student Service

Chairman, SEIS Graduate Students' Union

2022/07-Present

Chairman, BFSU Taekwondo Association

2018/09-2019/08

Chairman, Publicity Department of BFSU Student Aid Center

2018/09-2020/01

## Skills

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Language: English (Fluent), Mandarin (Native), Spanish (Intermediate), Bulgaria (Beginner)

Programming: Python, HTML, CSS

Software: After Effects, Photoshop, Premiere Pro, SPSS, Access, Powerpoint, Excel, Word

Multimedia Skills: Motion Graphic, Graphic Design, Video Editing

Hobbies: learning languages, computer science, midi keyboard, pipa, Taekwondo