

# Guiqi Cai

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## EDUCATION EXPERIENCE

### **Boston University College of Health and Rehabilitation Sciences & College of Art and Science**

*Bachelor of Health Science and Bachelor of Economics*

September 2016–May 2020

• GPA: 3.65/4.0

• Activities and Honors: Dean's List (4 semesters), National Honor Society, BUTFC, BUCSSA

### **Fudan University School of Social Development and Public Policy, Shanghai, China**

June 2019–August 2019

## INTERNSHIP EXPERIENCE

### **Shanghai General Hospital**

*Administration Assistant*

June 2019–August 2019

*Shanghai, China*

- Managed 40+ doctors' visa application processes for attending overseas conferences; ensured timely delivery of visa application forms and materials to meet Foreign Affairs offices' requirements.
- Executed routine files, projects, and data entry using Excel and Word.
- Applied library and online research databases to conduct background research and a literature review on successful hospital cases of transferring laboratory findings into useful clinical practices.
- Followed doctors and nurses during patients' appointments. Helped 100+ patients in the outpatient department.

### **Randstad**

*Recruitment & Sourcing Specialist*

June 2018–August 2018

*Xiamen, China*

- Led 5 intake sessions with hiring managers to determine position requirements and strategize recruitment plans.
- Executed proactive sourcing of candidates via website resume searches, references, and cold calls, and conducted telephone screening of candidates.
- Contacted 500+ candidates, wrote recommendation reports, recruited 20+ candidates to companies' interview section, and followed up with companies' feedback.
- Analyzed candidates' suitability for job openings based on companies' hiring needs and job descriptions.

### **Kohler, China**

*Business Analyst Intern*

May 2018–June 2018

*Online*

- Assigned tasks to 6 group members and ensured timely completion of projects.
- Collected data through interviews, focus group discussions, and questionnaires.
- Accomplished market research analysis of upstream and downstream industry supply chains of bathroom fixtures like shower heads, bath tubs, and toilets; predicted the company's future opportunities in the China market; delivered strategic recommendations in business reports.
- Executed and delivered 200+ consumer surveys; facilitated interviews with industry experts; hosted focus groups to evaluate market trends; learned how consumers obtain information about bathroom products and the factors to consider when purchasing; generated and compiled data for reporting in Excel.

### **Prudential Hong Kong Limited**

*Summer Intern*

August 2017

*Hong Kong, China*

- Conducted target market research for the launch of potential insurance products; compiled and analyzed data and information with a 5-member team.
- Performed market segmentation analysis and risk analysis for specific products to contribute to new market entry strategies and advertising campaigns.
- Contributed to mock product launch and received recognition for excellent teamwork and clear presentation while participating with company executives.

### **Belmont Village Senior Living House**

*Volunteer*

October 2015–May 2016

*Burbank, CA*

- Researched the current industry development for senior services worldwide, then compared the industry in China and the United States; analyzed opportunities and challenges for development in senior housing facilities.
- Interviewed 2 program coordinators about human resource management and adequacy of equipment supplies.
- Wrote a research paper focused on development prospects of senior housing facilities in China, addressed a formal presentation to the school entrepreneur committee, and won first place in the session.
- Accomplished 20+ hours of social services for elders, including coordinating and scheduling entertainment and activities.

## LEADERSHIP EXPERIENCE

### **Boston University Chinese Student and Scholars Association**

*Officer, The Career Development Department*

September 2018–May 2020

- Built connections with BU alumni and invited eminent speakers to career development conferences.
- Reached a broad range of people and learned about their opinions on ideal jobs and positions by designing a questionnaire and analyzing its results; organized a general review of recruitment trends.
- Managed an overseas information and recruitment session with 10+ Chinese companies.
- Tracked and collected weekly recruitment data regarding campus recruitment information sessions and networking events with a team of 15.
- Published three articles in the "Career Related Information Session" writing project on WeChat platforms, which received 1000+ views in a week.

### **Teach for China, Chinese Educational Charity, Boston University**

*External Liaison Officer*

September 2018–May 2019

- Increased reputation of the "Teach for China" organization in Boston by building connections with other student organizations; increased student participation by 20%.
- Promoted supports for rural education and coordinated candidate recruitment.
- Demonstrated need to address children's education in tandem with mental health issues.
- Contacted children in rural areas through letters to enlighten and encourage them in life and their studies.

## SKILLS

- Languages: Native Mandarin, fluent English
- Software: Microsoft Excel and PowerPoint, Python (dictionary, list comprehension, loop, finite-state machine, recursion, 2D-list), STATA