

Zhili (Eric) Liu

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zhili-liu.com

SUMMARY

- Aspiring finance professional, currently finishing my studies in Finance and Economics and planning to continue my master studies in 2023.
- Previously, have been worked in full life cycle recruitment consulting both in Shanghai and New York; co-founded a talent management firm in Shanghai.
- Ski enthusiast; traveled extensively.

WORK EXPERIENCE

Trove-Global Human Resource Consulting Co., Ltd

2015/09 – Present

Recruiting Consultant (Freelancing)

06/2017 - Present

Co-founder/Project Manager, Shanghai

09/2015 – 06/2017

Responsibilities:

Operations

- Coordinate closely with the other co-founder to develop specific work plans according to the work goals, making specific daily, weekly, monthly and quarterly goals and strategies how to reach them
- Looking for contractors to outsource the selected on-going projects, keep the contractors updated on the recruitment requirements, plans etc.
- Drafting, updating and reviewing the contracts with contractors, co-partners and clients
- communicating with the accountant regularly on the tax related matters

Business

- Develop and maintain client relationships, meet with potential clients and negotiate/sign recruiting contracts; maintain existing client relationships
- Communicate with the hiring company/hiring manager to understand the job requirements
- Responsible for the full-life-circle recruiting process which includes screening and vetting resumes, interviewing and shortlisting potential candidates, negotiating wage and employment offer, reference checking and on-boarding

Asia Society, Global Talent Initiatives

09/2017 – 03/2018

Intern, New York

Responsibilities:

- Assist the Global Talent Initiatives team with implementing diversity programs, especially those targeting senior HR, diversity and inclusion executives in Fortune 500 companies
- Support the Global Talent and Diversity Council, focused on policy and multicultural recruitment issues
- Help host the ERG Roundtable, Development and Leadership Forum, focused on promoting Asian Pacific Americans for senior management roles
- Generate corporate leads for annual Asian Pacific Americans Survey identifying diversity issues in the workplace and fundraising
- Co-host Leo Bar LGBT professional networking event with Asia Society members

Kenexa

03/2013 – 09/2015

Recruiting Consultant, Shanghai

Responsibilities:

Specialization

- Provide professional recruitment service to multinational retailing companies, which includes retailers, fashion, and luxury goods companies
- Focus on recruiting for sales and marketing functions

Job Evaluation

- Communicate with the hiring company/hiring manager to understand the job requirements
- Maintain close contact with hiring manager to ensure up-to-date understanding of hiring needs

Recruiting Activity Implementation

- Responsible for the full-life-circle recruiting process which includes screening and vetting resumes, interviewing and shortlisting potential candidates, negotiating wage and employment offer, reference checking and on-boarding
- Source and guide additional researchers to discover candidates through multiple channels
- Coordinate and arrange candidate interviews with clients and solve problems encountered during the interview

Client Business Development

- Develop and maintain client relationships, meet with potential clients and negotiate/sign recruiting contracts; maintain existing client relationships
- Maintain good relationships with clients and candidates, understand the market dynamics, finding, expanding and developing business
- Very accurate grasp of various position in the retail and apparel industries; analyze job requirements and guide clients to understand talent market

EDUCATION

Baruch College, CUNY	08/2021 – Present
Major: Finance, Minor: Economics	BBA
BMCC, CUNY	08/2019 – 05/2021
Business Management	
Shanghai Jiaotong University	09/2010 – 06/2013
Human Resource Management	

VOUNLEERING EXPERIENCE

Shanghai Pride	2012/04 – 2015/06
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LANGUAGE

Chinese: Bilingual
English: Bilingual