

Zhili (Eric) Liu

Mobile: +1 347-653-5638

Email: norbitay@hotmail.com

Address: 162 E 91st St, New York NY, 10128

Work Eligibility: U.S. Citizen

SUMMARY

- **Aspiring finance professional, currently finishing my studies in Finance and Economics.**
- Previously, have been working in the Human Resources consulting, can handle full lifecycle recruiting process independently
- Recruiting projects to review and audit recruiting channels, provide analysis, benchmarking and final strategy recommendations
- Multi-channel recruiting strategy, delivering hard to find candidates and driving significant cost savings
- Leading projects to review and improve existing recruitment processes, candidate attraction and employer branding, resulting in reduced attrition.

EDUCATION

Baruch College, CUNY

Major: Finance, Minor: Economics

2021/08 – Present

BBA

BMCC, CUNY

Business Management

2019/08 – 2021/05

Shanghai Jiaotong University

Human Resource Management

2010/09 – 2013/06

WORK EXPERIENCE

Asia Society, Global Talent Initiatives

Intern, New York

2017/ 09 – 2018/03

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

Trove-Global Human Resource Consulting Co., Ltd

Co-founder/Project Manager, Shanghai

2015/09 – 2017/06

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

Kenexa

2013/03 – 2015/09

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

VOUNLEERING EXPERIENCE

Shanghai Pride

2012/04 – 2015/06

LANGUAGE

Chinese: Bilingual

English: Bilingual