

# Xiaozhuo (Chelsea) Wu

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## Work Experience

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<b>Project Coordinator/Office Administrator/Director Assistant</b> Zongshen Industrial Group (Canada Office)	March 2016 – Present Vancouver, BC
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- Coordinate several projects between internal departments and external organizations, including luxury construction (Bowen Island), community development (Bowen Island), general aviation (Harbour Air), electrical vehicle (EMV), etc. and solve multiple conflicts between groups
- Follow up on updates of projects and report to supervisors in a timely and standard manner
- Develop network with external companies and analyze investment opportunity
- Negotiate with lawyers or external business partners on agreements and project schedules term by term
- Develop budgets for several projects along with financial department
- Perform and organize daily business support work: keep records of company documents, renew business licenses and other documents, arrange meetings and business trips, update working calendar, hire and train new staff, purchase office supplies, translate all documents between English and Chinese, etc.

<b>Sales Representative - Store Manager</b> Mobile Korner (Bell Mobility)	October 2015 – March 2016 Vancouver, BC
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- Be promoted to Store Manager within only 2 months and led a team of 5 sales representatives and achieved highest sales in history
- Negotiated with clients and provided highest quality of customer service
- Initiated the business by designing and advertising promotion plans via social medias
- Interviewed and trained new staff; developed a Q&A page to improve the efficiency of training

<b>Sewing Expert</b> Stitch It Inc.	September 2014 - April 2015 St. John's, NL
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- Performed different types of sewing skills by altering clothing according to customer specifications
- Ensured the highest quality of customer satisfaction was met

## Education

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<b>Master's Degree</b> (Environmental Systems and Engineering Management) Memorial University of Newfoundland	June 2013 - May 2015 St. John's, NL
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Project: Groundwater under Direct Influence in Newfoundland and Labrador (2014)

- With instruction from local government, designed this project; conducted field sampling and analyzed samples in the laboratory with teammates; summarized investigation results into a 100-page report

<b>Bachelor's Degree</b> (Building Environment and Equipment Engineering) Chongqing University	September 2008 - June 2012 Chongqing, China
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Project: Ventilation System Design of Gezhouba Underground Power Station (2012)

- Designed the whole ventilation system of a huge underground power station in China strictly according to safety code independently; selected ventilation supplies from market information; completed ventilation drawings with AutoCAD for more than 30 pages and a manual for more than 70 pages

## Professional Development and Trainings

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Career Essentials e-Learning Program	August 2015
Navigating Canadian Environmental Law (online course)	August 2015
Workplace Hazardous Materials Information System (WHMIS)	June 2015

## Other Skills

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Photography; Editing software Photoshop and Lightroom; Legal search CanLII; Engineering software AutoCAD; Statistic software Matlab; Microsoft Office Suite and online drives; Typing speed of 82 wpm; Basic computer service; Fluent Mandarin and basic Japanese; BC driver's license and personal vehicle

References available upon request