

Tao Xu, BSc

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A driven and motivated individual, graduating with the highest distinction from NUFE, and actively pursuing a Ph.D. afterwards, with extensive experience gained from completing internships at the Administration for Market Regulation, Bureau of Finance, CITIC, Mazars, Deloitte, Global Commerce, RF Development, and DKU, and additionally obtained professional memberships at the Association for Social Economics, Chinese Society for Technology Economics, Chinese Society for Environmental Sciences, and Chinese Society for Optimisation, Overall Planning & Economic Mathematics. Possessing exceptional research and analytical skills, a keen eye for detail, and a proven track record of thriving in pressurised and challenging environments. A clear and engaging communicator, with the ability to build and maintain strong working relationships and lead teams as required. Focused and adaptable, diligent and industrious, humble and modest, committed to continuous personal development, and seeking a new professional challenge, to apply my academic knowledge and a highly transferable skill set, from scientific models to the real world, and from practices back to theories.

SKILLS & RESEARCH INTERESTS

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|------------------------------|----------------------------------|----------------------------|
| ▪ Communication | ▪ Higher Education | ▪ Inequality & Poverty |
| ▪ Target Driven | ▪ Labour & Employment | ▪ Extractive and Inclusive |
| ▪ Research & Analytics | ▪ Regimes and Institutions | ▪ Distributive Justice |
| ▪ Complex Problem Solving | ▪ Commodity Circulation | ▪ Report Writing |
| ▪ Sociocultural Anthropology | ▪ New Retailing & E-Commerce | ▪ Design Thinking |
| ▪ Cultural Inertia and Norms | ▪ Advanced Manufacturing Cluster | ▪ Planning & Organisation |
| ▪ Urban Economic Development | ▪ Agglomeration and Spillover | ▪ IT Literate |

QUALIFICATIONS, AWARDS & PROFESSIONAL MEMBERSHIPS

B.Sc. Economics (Commercial Economics, 1st: 91.16/100) - Nanjing University of Finance and Economics, Jun 2023

Dissertation Topic: Towards Prosperity? Policy Evaluation of Jiangsu Advanced Manufacturing Clusters

Supervisor: Professor Yabei Hu

Key Modules: Industrial Economics (96) International Economics (94) Regional Market and Interregional Trade (98) Regional Commercial Planning (96) Business Design & Innovation (97) Procurement & Supply Chain Management (93) Retailing Studies (97) Management Studies (95) Marketing (97)

Cert. International Business Management - University of California Los Angeles & University of Saint Joseph (Catholic University of Macao), Feb 2022

Training, Courses & Certifications

International English Language Testing System, IELTS Overall 7 (Standard - CEFR C1), Reading 8.5 (Good)

College English Test, CET Band 6

National Computer Rank Examination, NCRE Level 2

Excel & Access & Word & PowerPoint & MindShow (IT Literate)

SPSS & STATA & EViews & Python & Matlab (Statistics, Quantitative Economics & Econometrics)

NVivo & VOSviewer & CiteSpace (Text Analytics & Bibliometrics)

Canva & Photoshop & Publisher (Communication & Social Media)

Innovative Governance of Large Urban Systems - EPFL Swiss Federal Institute of Technology Lausanne

Game Theory & Advanced Applications - Stanford University & University of British Columbia

Microeconomics: The Power of Markets & When Markets Fail - University of Pennsylvania

Understanding Research Methods - SOAS, University of London

Local Economic Development - Erasmus University Rotterdam

Future Supply Chain & Brand Management - Procter & Gamble Professional University

New Structural Economics, Behavioral Economics, Introduction to Logic, Operations Management, Corporate Finance, Social Survey & Research Methods, and Advanced Quantitative Analytical Methods for Social Research - Central University of Finance and Economics & Peking University

Honours & Awards

Jiangsu Provincial Government Scholarship for Overseas Studies
NUFE Merit Scholarship for Academic Excellence *6
NUFE Merit Scholarship for High Calibre *3

NUFE Principal's Scholarship
NUFE Honours Student *3
NUFE Outstanding Student Leader

Professional Memberships

Member, Association for Social Economics (ASE1496)
Member, Chinese Society for Technology Economics (I031402003A)
Member, Chinese Society for Environmental Sciences (S290086411A)
Member, Chinese Society for Optimisation, Overall Planning & Economic Mathematics (S320004285A)
Member, NUFEE Economic Association (NEA20211000)

PROFESSIONAL EXPERIENCE

Coordinator Assistant (Internship) - Duke Kunshan (Kunshan, Suzhou)

2023

Student Affairs, Campus Engagement, Arts & Culture, Clubs & Organisations, FYE & SYE Transition

- Collaborated to organise and manage the office calendar, demonstrated creativity and attention to detail, to support programs and events in diverse areas across Arts & Culture, First Year Experience, and Clubs & Orgs
- Distributed packages and presents for multiple events, including DKU Welcome Gifts to new-comer international students, and delivered souvenirs and prizes to winners or participants involved in campus programs such as Scavenger Hunt, MOMENT, and De-Stress Festival
- Planned and managed training sessions, photo sessions, applications and selections (recruitment), policy revisions, registration surveys, evaluation forms, offer-letter drafts, time declarations, poster-and-flyer designs, location check-outs, list compilations, and general operations (coordination & collaboration) to ensure the success of FYSAC, Orientation, and Commencement
- Utilised effective communication skills to support for interviewing student workers, provided assistance and innovative advice in the development and organisation of various student groups including FYSAC (14 cand), OL (107), Commencement Volunteer (97), selected representatives such as FYSAC chairs and OL captains based on applications, resumes, and interview reports, and supported the success of student-leader teams
- Displayed a commitment to professional advancement, attended leadership presentations and interviews, and participated in Student Affairs Learning Series (Becoming Socialised in Student Affairs Administration, NASPA Competency, Vowels of Supervision, and Diversity, Equity & Inclusion), and CE & SA Meetings
- Assisted with quarterly reflections and recorded minutes of meetings
- Created and edited content to support office initiatives, collected and evaluated event data on program for the spring semester, demonstrated exceptional creative writing and infographic design skills, to prepare slides and collateral materials for meetings and public account promotions
- Identified characteristics of successful and unsuccessful events, proposed improvements to evaluation systems, and improved the logic of post-event survey based on marketing theory and research result
- Revised the DKU Orientation Resource Book, modified the draft structure, enhanced professionalism and focus, to improve readability and legibility
- Studied exhibition legal documents, drafted licensing and copyright agreements and contracts for the use of photography works and portraits, to develop related systems and procedures
- Drafted "Implementation of Closed-Loop Administration for DKU Student Clubs & Orgs and Student Events & Programs" and addendum rules for "Regulations of DKU Student Clubs & Orgs"
- Worked with Clubs & Orgs and FYE as a liaison, compiled info on club leaders for marketing, demonstrated excellent coordination skills, to support various events such as Involvement Expo, ACG Expo, Arts & Music Festival, Who's Still Standing, and Guest Speaker Lectures (Google China, UNHCR)
- Co-facilitated different programs, organised resources, communicated and coordinated with individuals and teams throughout DKU in support of logistical and financial assistance to student-led programs like Charity Volunteer Teachers
- Worked as an Assistant to the Commencement Committee, oversaw the content of the DKU Yearbook, improved the structure for 2023 based on previous-version samples with fixed content, boards, and columns, translated and polished Chancellors' Remarks for the Commencement Brochure and UG Bulletin, collected Messages from Students, and made selections and edits for inclusion
- Sorted multifarious lists for the DKU Commencement Registration, Photo Session, and related issues, coordinated graduation-related tasks such as photo session, ceremony, banquet, and concert, and wrote different types of letters, intros, and surveys, to promote and announce on DKU Commencement website

- Translated Chinese-English texts for the DKU Commencement homepage, proofread visa issues, compiled directory lists and intro drafts of collaborated hotels posted on the website, to support guests and other departments (CSS, ISS)
- Implemented a communication strategy to ensure consistency and coordination of messages across different channels to promote a positive image, assisted with social media, summarised policy-and-procedure docs for the establishment of WeChat official account, prepared necessary materials for operation and development, arranged columns and sub-columns, planned content, structure, and time stage of posting and pushing articles and tweets
- Provided guidance to international students on local attractions and events during festivals and holidays
- Executed numerous administrative and logistical tasks including deposit reimbursement (expense reports), storage management (office packages & documents), and email organisation, to oversee office assets and improve work efficiency

Executive Assistant (Internship) - RF Development (Border Economic Cooperation Zone, Ili) 2022
Real Estate, Construction, Regional Development, Operations Management

- Learned about the politics, economy, culture, geography and religion of Ili, understood the current status of regional revitalisation of Xinjiang, and read policy documents and academic papers on Xinjiang development
- Helped the team with company operations, focused on real estate development and management, to promote economic growth regionally through private enterprise based on construction, transportation and wholesale
- Collected and collated relevant information on the Xinjiang Uyghur Autonomous Region and the Ili Kazakh Autonomous Prefecture, to simulate, plan and analyse investment and business projects targeting land planning and business planning in the Yining Border Economic Cooperation Zone, forming a non-public report
- Studied task nodes, maintained a relationship with local government, ensured compliance of 3 programs, learned engineering cost, list contract and settlement, carried out 3 cost planning for company
- Held responsibility for program risk identification, correction and prevention, optimised program's client information as a way to build a relationship maintenance conversion

Advisor Assistant (Internship) - Deloitte (Industrial Park, Suzhou) 2021
Tax & Business Advisory Services, Transfer Pricing, Operations Transformation

- Combined business overview and executive summaries, prepared summary tables of investment, fixed assets, inventory, tax credits, contingencies and other key findings
- Assisted in completion of translation and analysis of draft reports
- Collated stage financial statements and organisational structure of PMCCL, PLSCCL, PCMC, companies under Petroliam Nasional Bhd
- Translated 3 appendices of a draft transfer pricing and assisted the team to use TP Catalyst to search potential comparable manufacturers and service providers
- Conducted business reviews with D&B Hoovers to obtain 18 and 78 comparable companies for main business description and TNMM analysis
- Supported the team in using RoyaltyStat database to retrieve 517 CAs, which was then reviewed to obtain 33 potential CAs, and finally select a total of 8 CAs similar to PMCCL and PL Italy's business for CUP analysis
- Prepared a 42-page report in Chinese summarising and analysing information on multinational business, intangible assets, intra-group financing, finance and taxation
- Analysed policies on real estate and tax incentives for investment promotion in Chang and Wu, which involved contacting the Bureau of Commerce and International Investment Centre to provide advice on industrial layout of a labour-intensive foreign-owned enterprise in four cities respectively, Su, Wu, Chang and Tong (Shanghai Metropolitan Area)
- Consulted the State Administration of Foreign Exchange in Xiamen to understand accounting treatment regarding a group's internal transformation of capital flow by agreement
- Assisted the Park's Bureau of Economic and Trade Development in confirming and updating enterprise's document and helped with tax planning to help the company reduce costs and improve compliance

Audit Assistant (Internship) - Mazars (Industrial Park, Suzhou) 2021
Audit & Assurance, Annual Audit, Reporting & Accounting Operations Advisory Services

- GA: audited collective assets in Xiangcheng District, improved 6 drafts by matching flow of funds and reconciling financial statements, worked as a team to produce 31 drafts
- XC: audited state-owned enterprises in Xiangcheng District, audited accounts of asset and profit and loss

- Hi-Tech: audited Kunshan State-owned assets group, independently responsible for 7 working papers, calculating and producing 9 financial details, reviewing 18 drafts and reporting on large transactions

Consultant Assistant (Internship) - CITIC Securities (Kunshan, Suzhou)

2020

Wealth Management, Investment Consultation, Marketing

- Received in-house training and outreach for management trainees in wealth and asset management, learned about the operation of capital management through meetings and reports, conducted brokerage business and assisted a Counsellor in helping 5 clients
- Collected data from quarterly earnings report, imported a list of companies of concern, monitored the rise and fall of shares, collated and posted in a research report
- Carried out studies into jewellery brands such as Chow Tai Sang, wrote a structured report, and updated revenue data

Executive Assistant & Analyst Associate - Global Commerce (Suzhou)

2019 - 2022

Information & Consultation, Certification & Accreditation, FDI, International Trade Administration

- Assisted the leadership team with schedules and appointments, prepared various texts and presentation documents for correspondence, presentations and meetings
- Assisted the leader in management, covering Operations, HR, Finance and a range of other areas, performed minor accounting duties, managed database, and filed reference documents
- Participated in the process of developing new clients and promoting existing business, responsible for evaluating, reviewing and summarising, analysed business data, and output private trends reports
- Cooperated with CCPIT and ICC to act as an agent for international notarization and CCPIT certification
- Handled 6 commercial certificates necessary for the clearance of export customs, foreign exchange and international bidding for Ebara, Altek, Danisco and other international companies

Research Assistant (Internship) - Bureau of Finance (Suzhou)

2019 - 2020

Treasury Management, Fiscal Policy, Government Budget, Financial Strategy

- Assisted with compilation of financial plans, government budgets, expenditure reports, and treasury collection and payment
- Recorded meetings, read reports, collated documents, and assisted with research on financial issues

Secretary Assistant (Internship) - Administration for Market Regulation (Suzhou)

2018

Quality Supervision, Intellectual Property, Food & Drug Administration, Anti-Monopoly

PUBLICATIONS

- "Mismatch and Dysfunction: Internet-Based Optimised Path of Elderly Consumer Market—Market Failure to be Rectified with New Models of Commerce and Distribution," with Yukun Gu, Yibo Wang, Yansong Wang, and Qifei Chen, *Journal of the Jiangsu Association for Commercial Economics (Jiangsu Commercial Forum)*, 2021, 38(10), 1-9.
- "Senior Industry to be Reshaped with New Retailing: A SWOT-Based Analysis," *Chinese Journal of China Market*, 2021, 28(15), 82-85, 98.

WORKING PAPERS

- "Entrepreneurs or Employees: What Chinese Citizens Encouraged to Become by Social Attitudes?" with Weiwei Zhu, 2022, MPRA paper 113212, University Library of Munich.
- "DCEP as a Cure for SME Credit Risk and Financing Obstacle: Based on Evolutionary Game Method," with Yansong Wang*, 2022, ChinaXiv paper 202207.00004, National Science Library, Chinese Academy of Sciences.
- "Rural Pension System and Farmers' Participation in Residents' Social Insurance," advised by Dr Yongliang Wu, 2021, arXiv paper 2204.00785, Cornell Tech.
- "Eudemonia and Freedom: A Bibliometric Research on Frontiers and Evolution of Labour and Employment in China," with Weiwei Zhu, advised by Prof Wenwu Zhang, 2021, MPRA paper 112908.

REPORTS & PRESENTATIONS

- "Why Are We Attached to Our Phones? Perspective of Pacifying Technology," with Y Gu, 2022, Nanjing.
- "Survey on Local Pharmaceutical Specialty Stores: Retail Formats, Elements and Practice," with Y Gu, Y Wang, Dapeng Zhu, Wei Li, Zhenyu Zhang, Jingxia Hou, and Yuhang Yang, 2021, Nanjing.
- "Development of Jiangsu Wholesale Market in the Context of Internet: Types, Structures and Strategies," with Y Gu, and Y Wang, 2022, Nanjing.

- "Cultural Industry and Poverty Alleviation: How Industrial Organisations in Less-Developed Areas Capitalise on Local Historical Cultural Heritage?" with W Zhu, 2021, Shuzhou.
- "Book Review: Theory of Economic Development (Schumpeter, 1912)" 2021, Nanjing.
- "Survey on Guannan Rural Areas: Consumption, Social Security and Manufacturing Industry for Silver-Haired Group," with Y Gu, and Y Wang, 2020, Guannan.
- "Focus on Silver-Haired Group: Ageing Society, Youth Responsibility and Social Justice," with Y Gu, and Y Wang, 2020, Guannan.

PROGRAMMES, COMPETITIONS & CAMPUS EXPERIENCE

- Research Assistant - Optimisation of Industrial Ecosystems in Advanced Manufacturing Clusters with Producer Services, *Oct 2022 - Jun 2023*
- Cooperation and Exchange Programme: Economic Globalisation and International Business, *Jan - Feb 2022*
- National Programme Bringing Culture, Science & Sanitation to the Countryside: How Industrial Organisations in Less-Developed Areas Capitalise on Local Historical Heritage? *Jun 2021 - Jan 2022*
- Collaborator and Partner - National Excellent Team Prize, Jiangsu Provincial Special Excellent Team Prize, NUFE Top Team Prize, with 1st Prize for the report "Cultural Industry and Poverty Alleviation"
- Co-Founder and Leader - China International "Internet Plus" Innovation and Entrepreneurship Competition - New Retailing Design Program for Western Agriculture, *May 2021 - Aug 2022*
- Partner - Dream Career For Unique You, *May 2021 - May 2022*
- Partner - Provincial Innovative Training Plan Programme - Patterns, Dilemmas and Prospects of Entrepreneurship in Less-Developed Areas under the Perspective of Rural Revitalization, *May 2021 - Oct 2022*
- Chinese Society of Optimisation, Overall Planning & Economic Mathematics "Mathorcup" MCM, *Apr - Jul 2021*
- Collaborator - National E-Commerce "Innovation, Creativity and Entrepreneurship" Challenge for University Students - Intelligent Recycling System Design Program - 3rd Prize, *Mar - May 2021*
- Collaborator and Partner - L'Oréal Brandstorm MKT Competition (Team ID: Z.X.C) *Jan - May 2021*
- Leader - P&G CEO Challenge MKT Competition (Team ID: 261004) *Jan - Mar 2021*
- Leader - NUFE 10th "Challenge Cup" Extracurricular Academic Competition for University Students - Can Digital Retailing Promote Employment? Evidence from China, *Nov 2020 - Mar 2021*
- Founder and Leader - China International "Internet Plus" Innovation & Entrepreneurship Competition - Reinventing Silver-Hair (Senior) Industry with Models of New Retailing, *May 2020 - Jun 2021*
- Leader and Investigator- National Innovative Training Plan Programme - Silver-Hair Industry to Be Reshaped with New Retailing: A Story of China, *May 2020 - Mar 2021*
- Volunteer - Jiangsu Administration for Market Regulation, Evolution and examination of National Customer Satisfaction: Tertiary Industry, *Jun 2020 - Oct 2020*
- Volunteer - NUFE Admissions Committee, *Dec 2019 - Jun 2021*
- National Art Exhibition & Jiangsu Art Exhibition - 1st Prize & (No. 2) Special Prize, *Nov 2020 - May 2021*
- China International Chorus Festival and Education Conference - Tier 1 Team Prize, *Nov 2020*

ADDITIONAL INFORMATION

Language Proficiency: Fluent in English and Mandarin with a good understanding of Wu