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| **ZHUO Zhuang** |
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| **EDUCATIONS** | **Master: Manchester Business School, The University of Manchester - Manchester, The United Kingdom**  Master of Human Resources Management and Industrial Relationship | Sep, 2015 - Sep, 2016 |
| **Bachelor: The Chinese University of Hong Kong - Hong Kong (Student Type: Full Scholarship Mainland Student)**  Major : Integrated BBA Programme  Human Resources Management  Supply Chain and Logistics Management  Concentrations: | Sep, 2010 - Dec, 2014 |
| **Exchange:** **Télécom Ecole de Management - Paris, France**  Regular term outstanding academic exchange program | Jan - Jun, 2014 |

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| **WORKING**  **EXPERIENCES** | **Aon Hewitt Human Resources Consulting and Outsourcing Company**  Location: Shenzhen, China  Role: Full Time Internship in Performance and Rewards  Main duties: Engagement research for client companies   * Interviewed managers and employees by telephone interview and online questionnaire to gain the first hand data, participated in the factory visit and held the group discussion for China Star Optoelectronics Technology; * Categorize the data into different dimensions including turnover and job satisfaction to prepare for the analysis; * Used different functions of Excel to analyze the data from 15 dimensions, generated graphs and tables to visualize the hidden management problems of client companies; * Used PowerPoint to prepare the human resources consulting reports for the presentations: completed 6 reports for different departments during the SF Express engagement project; amended the main report and turnover report for Hucais project; * Translated the PowerPoint reports from English to Chinese version; * Conducted the background research of new client companies to prepare for the engagement questionnaire design | Nov, 17, 2014  -  Mar, 25, 2015 |
| **OneMBA Program – Global Executive MBA Program**  Location: New Territories, Hong Kong  Role: Part Time Administrative Assistant  Main Duties: Assisted different professors to teach in Hong Kong:   * Individually collated more than 500 business cases from different countries within 2 weeks; * Finished the students files categorization to prepare for the international ceremony; * Contacted the location holders to prepare the teaching locations, designed the teaching schedule for the each teaching period; * Assisted the professors to teach in Hong Kong while solved any accidents occurred during the teaching periods | Sep, 2013 - Jan, 2014 |
| **King Fook Jewellery Group Limited**  Locations: Central & Tsim Sha Tsui, Hong Kong  Role: Summer Intern in Marketing Department   * Built the 1st edition of the advertising references system for the marketing department by Excel, for the purpose of enabling officers quickly search and locate the jewellery advertisements from different medias; * Individually completed the project of filing the 10-year VIP clients' information; * Conducted the public relations tasks in the shop of Tsim Sha Tsui: Used Mandarin, Cantonese and English to serve different customers and participated in the sales promotion | Jun - Aug, 2013 |

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| **ACTIVITIES** | **Representative Council, SHHO College Student Union, The Chinese University of Hong Kong**  Student Activities Representative & Affiliated Clubs Affairs Management   * Handled student complaints and reported student affairs to the SHHO College management team; * Established and promoted college legislation by drafting the constitution of SHHO College; * Supervised affiliated clubs, discussed their financial reports and operations in regular meetings; * Held General Meetings to conduct the voting for the executive team, prepared management reports and presented them in the General Meeting | Mar, 2011 - Mar, 2013 |
| **SHHO College Magazine, The Chinese University of Hong Kong**  Role: Chief Editor   * Interviewed different guests of SHHO College including the guests from The China Banking Regulatory Commission; * Wrote the interview report for the 4th issue of the magazine; * Participated in the design of the 1st issue of the magazine, wrote articles introducing the school buses; * Coordinated with designers and other colleagues to decide the layouts | Nov, 2011 - Nov, 2013 |
| **SHHO Social Service Team, The Chinese University of Hong Kong**   * Monthly visited the SAGE Madam Ho Sin Hang Home for the Elderly, talked to and played simple games with the old people; * Organized the Christmas Show of the old people; * Learnt how to communicate with elders patiently through training | Sep, 2010 - Jan, 2011 |

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| **LEADERSHIP**  **TRAINING** | **Student Activities Leadership Program 2013**  **OSA (Office of Student Affairs) of The Chinese University of Hong Kong**   * Attended pressure dealing program, learned how to use self-suggestion to relieve the tension; * Participated in complaints dealing workshop, learned how to deal with sensitive issues by professional manner; * Took part in innovation workshop and Breakthrough Outdoor Experiential Training to build the sense and skills of teamwork | Jan - May, 2013 |

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| **PROJECT**  **& COMPETITION** | **2013 CIMA (Chartered Institute of Management Accountants) Global Business Challenge**   * Cooperated with 3 members to analyze the Jot-Toy case study; * Researched the toy industry to better understand the industry economy; * Evaluated the economy of the toy industry using industrial analysis model, made the decision to reject the initial plan by fully analyzing the target market, entry barriers, cost evaluation and the liquidity constraints | Dec, 2012 - Jun, 2013 |

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| **HONORS**  **&**  **AWARDS** | **Full scholarship for mainland students**  Offered by the Chinese University of Hong Kong to reward those with high entrance test results |  |
| **Honors at Entrance** | Sep, 2010 |
| **Yasumoto International Exchange Scholarship**  Offered by The Chinese University of Hong Kong to support the students to attend the outstanding exchange program |  |

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| **SKILLS** | **Language Skills**  Fluent English (IELTS: Listening 8.0 Reading 8.5 Writing 7.0 Speaking 7.5)  Fluent Cantonese (High Level Education at Yale-China Chinese Language Center)  Native Mandarin Chinese; Primary French and German |