

# ZHOU ZHOU

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**Summary** Interested in governmental and social issues with government, non-profit organization and consulting. Expertized in preparing report and presentation with Microsoft Office Specialist (MOS) Certification. Basic understanding on financial analysis, GIS analysis, and statistical analysis.

**Education** Master of Public and International Affairs Year 2012-Year 2014  
University of Pittsburgh - Pittsburgh, PA, USA

Two-year Minor Program, Finance 2012 Year 2010-Year 2012  
Beijing language and culture University - Beijing, Beijing, China

Bachelor of Arts, Management Year 2008-Year 2012  
Beijing Sport University - Beijing, China

**Experience** Summer Intern Jun 2013 to Aug 2013  
Junior Achievement - Gainesville, FL

- Collected financial data and made a summary of financial statement (Year 2003-Year 2013) including charts and assessments. Made several PPT and videos for JA Alachua Office for marketing use and volunteer recruitment. Helped organize documents and arranged meetings.

Marketing Assistance Year 2010-2012  
Microsoft China- Beijing, China

- Researched, tracked and analyzed marketing data and made reports. Assisted in planning and implementing marketing programs, such as Microsoft Campus Pioneer Programs and Pre-sale Information Session. Managed customer relationship by providing post-sale service. I worked in the United Nations as a volunteer and provided technique support.

JA SVC (Member of Student Volunteer Committee) Year 2011-2012  
JA China- Beijing, China

- Planned and implemented JA volunteer recruitment and training programs. Designed and distributed JA Newsletter. Inspected courses randomly to make sure the high quality of JA classes and made assessments for volunteers. Planned and held appreciation parties for volunteers.

JA Intern Year 2010-2011  
JA China- Beijing Office

- Assisted in the recruitment of schools and volunteers for both 2010 Fall Semester and 2011 Spring Semester. Assisted in public relations with sponsor companies and other JA Offices, such as JA Shanghai Office.

JA Volunteer Year 2009-2010  
JA China- Beijing, China

- I acted as the leader in our volunteer group and taught JA Economy Course in the Beijing No.171 High School and JA Marketing Course in the High School Attached to Tsinghua University

- Strength**
- MOS Certification
  - Speak Chinese and English
  - Financial statement analysis
  - Effective time management
  - Strong organizational skills
  - Flexible team player
  - Responsible employer