

YUAO TANG

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EXPERIENCE •

BEIJING LANGUAGE AND CULTURE UNIVERSITY Beijing, China

Aug 2009-Jan 2014

SICHUAN UNIVERSITY Sichuan, China

NEW ORIENTAL EDUCATION & TECH GROUP NYSE: EDU Beijing, China

AMBER EDU GROUP NYSE: AMBO Sichuan & Chongqing, China

Senior English Lecturer & Freelance Editor (Writing Samples Upon Request)

- Offering ESL, American Culture, TOEFL and IELTS courses to students, professionals and public officials
- Editing and drafting essays encompassing business, finance, humanities and social sciences

UNITED NATIONS New York, USA

Sep 2007- Aug 2008

Public Information Consultant, Department of Public Information

- Briefing the general public with basic UN facts and updated daily news of its operations and conferences
- Dealing with public inquires and offering detailed explanations

Intern/Consultant, Food and Agriculture Organization/World Food Program

- Attending conferences & informal consultations of the 2nd Committee (Economic & Financial), 5th
 Committee (Administrative & Budgetary), and 6th Committee (Legal) of the 62nd GA
- Drafting timely and suitably composed written reports and notes for UNFAO record
- Coordinating UNFAO events. E.g. World Food Day/International Year of Potato
- Assisting UNWFP officers with assigned tasks and helped to coordinate relevant events

LOW INCOME INVESTMENT FUND New York, USA

Sep 2007-May 2008

Project Associate, NYU Advanced Project in Public Finance

- Serving on a 6-person team consisting of NYU Wagner graduate candidates to create Business Capacity Building Plan to model technical assistance and training for childcare providers in New York City
- Researching & cataloging childcare business capacity building systems across USA and conduct interviews
- Evaluating quality and cost effectiveness of childcare delivery models

RESEARCH CENTER FOR LEADERSHIP IN ACTION NYU New York, USA

May 2007

Research Assistant & Assistant Finance Manager

- Assisting faculty members with teaching and academic research
- Handling staff reimbursement and other finance related work

SOUTHWEST JIAOTONG UNIVERSITY Sichuan, China

May 2004-Aug 2009

Interpreter & International Affairs Officer

 Interpreting for visiting guests and responsible for international affairs, global cooperation and exchange programs

EDUCATION

NEW YORK UNIVERSITY New York, USA

May 2008

Robert F. Wagner Graduate School of Public Service

Master of Public Administration in Public Finance & International Economic Development

The Chinese Economist Society member & Wagner Finance Society member

SICHUAN NORMAL UNIVERSITY Sichuan, China

July 2004

Bachelor of Arts in **English**

- President of School Students Association & Class President
- Scholarship for academic excellence and leadership

LANGUAGES 🕏

• English & Chinese

COMPUTER SKILLS **4**

• Microsoft Word, Excel, PowerPoint, ArcGIS, SPSS, SQL, UML, CMS etc.

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