

Yue Shen

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Education

DePaul University, Kellstadt Graduate School of Business, Chicago, IL

Sep. 2012 - Present

Master of Science in Human Resources

G.P.A 3.7/4.0

Zhejiang University of Science and Technology, China

Sep. 2008 – Jun. 2012

Bachelor of Business in Marketing

G.P.A. 3.5/4.0

Work Experience

DHR International

Research Associate Intern

Jan. 2014- present

- Complete projects in a timely manner using our proprietary database to find information
- Assist the research team in the development of the assignment search strategy and candidate identification
- Conduct name generation
- Conduct industry report weekly

Ping An Insurance (Group) Company of China

Intern, Human Resources Department ,

May – Jul. 2012

- Processed, maintained, and updated personnel related documentation, including staffing, recruitment, training, and performance evaluation.
- Maintained scheduling and event calendars.
- Reviewed and processed employment applications to evaluate qualifications or eligibility of applicants.
- Compiled and prepared reports and documents pertaining to training programs.

MassMutual

Project Marketing intern

Jan.-Sep. 2012

- Conducted questionnaire, collected data and analyzed data from the market
- Conducted Project marketing plan
- Presented marketing report and analysis report to manager

China Telecom

Intern, Human Resources Department ,

Jun. – Sep. 2011

- Arranged for advertising or posting of job vacancies, and notified eligible workers of position availability.
- Assisted HR manager in recruiting, including contacted with applicants for informing interview time, received interviewers.
- Gathered personnel records from other departments or employees.

HCIA & COMPANY

Recruiting Specialist, HCIA & COMPANY, March – May 2011

- Prepared advertising and promotional material of recruitment.
- Recruited students to do internship at international financial companies in Hong Kong.

Projects

Team Leader, Zhejiang Province Career Planning Competition

2011 Summer

- Made a questionnaire.
- Did career perception and career orientation analysis of business school graduates.
- Concluded the results and made a report.
- Reconstructed the whole union structure.

Member, Service Learning – Job Description (La Casa Norte)

Apr.-Jun. 2013

- Conducted job analysis, draw on quality job analytic data sources.
- Produced a job description of an occupation specified by the client organization.
- Created a brief technical report, including working steps, job analysis, processing problems, etc.
- Developed a structured interview guide for use in selecting future candidates in the focal occupation.

Skills

- Be able to use Micro Software

Activities

Volunteer, WITS Volunteer Training

Jan. – Jun. 2013

- Tutoring and promoting literacy in at-risk Chicago Public Schools elementary school students.

Volunteer, Country Nursing Home

Feb. 2009 & 2010

- Provided direct service and support to individuals or clients, such as taking care of children and helping them with their homework.