

SIYUAN ZHONG

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Objective

- HR position

EDUCATION

University of Wisconsin-La Crosse, La Crosse, WI

August 2014

Master of Business Administration and Management Candidate

- Key Coursework: Money and Capital Market, Corporate Finance, Decision Framing and Decision Making in Complex Environments, Managing in an Environmentally and Socially Conscious World, Managing in a Changing Technological Environment
- Graduate Scholarship

Xihua University, Chengdu, China

2010-2012

Bachelor of Arts

- Major: Business English
- Secondary Major: Business Administration
- The First Prize Scholarship, Honored Student of school, Outstanding Student Leader

Chengdu Institute Sichuan International Studies University, Chengdu, China

2007-2010

- Major: Applied English

SCHOOL PROJECT EXPERIENCE

University of Wisconsin-La Crosse

February 2014 - May 2014

Human Resource and Marketing Project, Project Planner

- Create and execute successful Human Resource and marketing plan for Seven Rivers Alliance in order to help it attracting talents and retaining employees.
- Utilize secondary research to prepare in depth social, political and economic analysis, provide research of other regions, interpretation of survey results and strategic next steps.

WORK AND INTERSHIP EXPERIENCE

University of Wisconsin-La Crosse

September 2013- May 2014

Graduate Assistant

- Responsible for daily website maintenance.
- Help faculty to do paper research, information input.
- Guide students to do experiments according to the study plan designed by the professor.

Sodexo, University of Wisconsin-La Crosse

May 2013-May 2014

Manager Assistant

- Assist manager to take order.
- Responsible for event planning and service delivery.

Huagen Trading Company, Chengdu, China

November 2011- May 2012

Human Resource Administrative

- Assisted HR department in personnel management.

- Contacted applicants, selected candidates best for the job.
- Provided new employees orientation and training.
- Hosted activities with other organizations.

OTHER ACTIVITIES

Volunteer for 2008 5.12 Wenchuan Sichuan China Earthquake

- Provided psychological counseling and guidance for children.
- Monitored and tracked the distribution of relief materials.

SKILLS

- Software: Microsoft Office Suite: Word, Excel, Access, PowerPoint, Outlook.
- Fluent in English and Chinese.