

Viola (Yanran) Cao

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EDUCATION

Robert H. Smith School of Business, University of Maryland, College Park, MD December 2014
Master of Science in Business (MSB), Focus Area: Supply Chain Management
GPA: 3.7

Zhejiang Gongshang University, Hangzhou China 2013
Bachelor of Science Degree Major: Business Administration
GPA: 3.68

EXPERIENCE

HR Department, Lv Feng Landscape Design Ltd. Co 2013
Assistant
Hangzhou, China

- Completed the HR Management Handbook
- Assisted in the design of the company's recruitment and training structure, performance management structure, compensation and benefits structure, employee development, HR development structure
- Assisted with the employee performance appraisal at the company

HR Department, Continental AG
Intern 2011
Wuhu, China

- Assisted with the daily operations at the HR Department
- Understood broadly how a HR division functions itself including the six modules
- Studied the company's compensation and benefits package and training and development structure
- Drafted the Employee Satisfaction Survey and its Analysis

ADDITIONAL INFORMATION

- Technical: SAP, MS Office Suite
- Languages: Mandarin Chinese (Native), English (Fluent)
- Won 2012 Excellent Leader Scholarship in Zhejiang Gongshang University
- Publication: Do not Let Chronic Disease Become Acute: A Strategic Analysis on the Difficulties of Financing for SMEs, *China County Economics*, 12, Sep. 20th, 2012
A Parallel Analysis on How to Strengthen Corporate Culture and Raise Core Competitiveness, *Decision*, 10, 2012
- Research experience: "An Analysis on the Talent of Entrepreneurs and Industrial Structure Upgrade in Zhejiang", Awarded 2nd place in the Academic Competition at ZGU
Summary: based on the strategic development of each enterprise and the industry upgrade in Zhejiang, analyzed and researched on the overall managing ability of Zhejiang entrepreneurs and proposed an improvement plan