

Chuyu Zeng

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Education

University of California, Berkeley

Major: Psychology

August 13 - present

Diablo Valley College

Studied general social sciences

January 11 – May 13

Experience

Visitor Service Representative

September 14 – February 15

Lawrence Hall of Science, Berkeley, CA

- Provided informative and enjoyable front-line visitor experience
- 100+ Membership sales monthly, greeted more than 50 school groups through K grade to middle school, productive phone-line management, in-person contact
- Professional use in sale software system to reconcile front desk transactions and count out process

Editor, Marketing Assistant

May 14 – July 14

Marketing Intern, Shenzhen Information Technology Compliance Association, Shenzhen, China

- Audited and updated 130+ member information into Association system
- Edited, translated and released Association News, maintained social media account, such as wechat and website, on regular basis
- Drafted conference agendas, association sponsorship and membership level benefits

Catering Director

February 14 – May 14

3rd Annual Berkeley Interdisciplinary Research Conference, UC Berkeley

- Created menus and served about 250 attendees within specified budget
- Successfully asked for 3 sponsorship and donation from local business

Research Assistant

November 13 – November 14

The Golden Bear Sleep and Mood Research Clinic with Dr. Allison Harvey, UC Berkeley

- Managed and processed data on 90+ research participants
- Recruited 10+ participants by flyers distribution, information collection from local community
- Administered assessments by one on one questionnaires, computer tasks, and verbal tasks

Human Resources Assistant

December 13 – January 14

Human Resources Intern, Morningstar Shenzhen Ltd, Shenzhen, China

- Assisted in coordinating and scheduling interviews with Hiring Managers, interviews receptions and recruitment data management
- Created and managed 10+ new hire document, including employee personal files and employment registration files

Director Assistant

June 12 – July 12

Clinical department of the psychiatry Intern, People's Hospital of Bao'an, Shenzhen, China

- Served new patients and record the progress of each appointment
- Managed and categorized existing client database using Excel for following up visits

Event organizer

Summer 11

Elementary-school reunion gathering, Shenzhen, China

- Organized and determined number of event attendees, meeting location and agenda
- Perfect 200+ alumni contact list for future connections through phone, email, mail

Volunteer

Habitat for Humanity

Daly City, CA

August 12 – Jan 13

- Built up a harmonious team work and speed up room isolation progress as expected

Concord Child Care Center

Concord, CA

October 10 – May 11

- Assisted teachers and provided children with after-school activities and serve meals

Skills

Computer: Mac OS, Windows, Microsoft Office, Outlook, Adobe Illustrator

Language: English, Mandarin Chinese, Cantonese