

Dong Chu

female | Single | Born in 1987/8 in China

Passport Number:E10063483

E-mail:chuchu.dunn@outlook.com



Self-assessment

I am bright, energetic with strong career ambition, also mature, self-motivated and with strong interpersonal skills. As someone that has started her career life with some experiences, I tend to be active, creative and innovative. On every job which was all challenging and different from each other that I have done, I showed great talent and professional ability. All of these make me have even stronger determination to succeed.

Work Experience

2012/02—Now:

China Science & Merchants Capital Management Group | Branch Office of Liaoning Province

Investment | Investment Project Manager

Managed three funds with a group, visited and kept in touch with investee enterprises, wisely chose ones with growth potential, responsible to organize all the annual conferences and write reports to limited partners of the funds.

Worked on a project with Liaoning Province, had meetings with the governor of the province making general plans about investing in and co-designing a resort near a historic seaside town, got the permission and signed a contract with the local government.

2010/09—2012/06:

Psychological Consulting Center of Liaoning Normal University |

Psychological Consulting | Psychological Consultant

Worked as a psychology graduate student, took individual cases and group projects out of campus.

2010/05 -- 2010/07:

China Science & Merchants Investment(Fund) Management CO.,LTD |
Human Resource Management of Beijing head office | Human Resources Assistant(Intern)

Organized and coordinated the internal training issues, formulated the training program, contacted with training institutions,negotiated the content and cost of training courses; Assisted in organizing the Board Meetings; Managed the internal e-mailboxes of staff; Innovated flow diagrams of jobs analysis; Helped creating job competency models

Project Experience	<p>2010/11 -- 2010/11: Recruitment of Dalian Education Bureau Responsibilities: Interviewer of experts team Project Description: observed and selected young teachers with potential leadership from leaderless group discussion, selected qualified candidates based on the competency model we created.</p> <p>2011/08-2011/09: Managerial Psychology Training for managers in Liaoning Branch of PetroChina Responsibilities: Trainer Project Description: improved the management skills of managers through group psychological behavior training activities.</p>
Education Background	<p>2010/09 – 2012/06: Liaoning Normal University Applied Psychology Master</p> <p>2005/09 -- 2009/07: Central University for Nationalities Chemistry Bachelor</p>
Certificates	<p>2010/11: Registered Consultant note: Nationwide Psychological Consultant</p> <p>2010/04: IELTS note: Listening 6.5; Reading 6.5; Writing 6.0; Speaking 6.0 Overall Band Score 6.5</p> <p>2010/09: Registered Consultant note: Nationwide Psychological and Behavioral Trainer</p>
Professional Skills	<p>Financial Investment proficient 2 years Psychological consulting proficient 3 years Psychological and behavioral training proficient 3 years</p>
Extracurricular Activities	<p>Editor-in-chief of high school journal</p>
Interests & Hobbies	<p>Reading, Travelling, Music, Movies, Swimming, Photography</p>