# Laiyin Yuan

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#### **EXPERTISE**

- Program Coordination and Organization
- International Political Economy and Trade
- US China Relations
- Translation and Interpretation

#### **SKILLS**

- Native Chinese Mandarin
- Proficiency in MS Office software (Word, Excel, Access, Publisher, etc.)
- Proficiency in CMS system

#### **EDUCATION**

University of Pittsburgh, Pittsburgh, PA

Master of Public and International Affairs

China Foreign Affairs University, Beijing, China

**Bachelor of Arts in English** 

Expected Graduation Date: Apr 2014

Major: International Political Economy

**Concentration: International Studies** 

Jul 2010

#### **EXPERIENCE**

Woodrow Wilson International Center for Scholars, Washington DC, US

Sep 2013 - Dec 2013

## Staff Intern at Kissinger Institute on China and the United States (KICUS)

- Developed China-US bilateral dialogues database (bilingual version) for more than 110 dialogues with initial format setting, information gathering and organizing.
- Organized six public or closed-door events including conferences, workshops, seminars, and book launches with logistics planning and implementation.
- Translated Chinese news and published weekly for Africa Up Close blog of the Africa Program.
- Maintained KICUS social media websites with regular news and events update.

Center for International and Strategic Studies (CSIS), Washington DC, US

Sep 2013 - Dec 2013

#### Research Intern at Simon Chair in Political Economy

- Conducted navigator research on Chinese government economic policy with database management, news tracking, translation and status quo analyses.
- Wrote briefings focusing on Chinese land reform, small and medium-sized business (SMEs), urbanization, etc.
- Analyzed other issues concerning international political economy in Asia-Pacific region.

Thomas Merton Center, Pittsburgh, PA, US

Jun 2013 - Aug 2013

#### **Public Administration Intern**

- Conducted daily operating and outreach duties including website maintenance, news posting and e-blast editing using Constant Contact, Word Press etc. for thousands of supporters.
- Arranged the registration and logistics for nearly 200 Pittsburgh participants to attend the Martin Luther King "I Have a Dream" 50<sup>th</sup> Anniversary March in Washington DC.

- Participated in New Economy Mapping Project to establish database for Pittsburgh local enterprises with data gathering, input and management.
- Managed the organization's donor and volunteer database, responded to participants' inquiries and handled grant opportunity searching.

## Bank of Beijing, Beijing, China

Jul 2010 - Jul 2012

## Corporate Client Manager in Wanshoulu Branch

- Handled comprehensive credit line evaluations and trade financing product marketing, issued credit loans, bank acceptances and L/G (letter of guarantee) for Chinese Top 500 Corporations and state-owned enterprises.
- Conducted innovative credit programs and mortgage loans for high-tech corporations in Zhongguancun Science & Technology Zone.
- Managed more than 20 small and medium-sized enterprises and provided consulting and financing services.
- Trained for international trade and transaction products in the Documentary Processing Center of the International Trade Department in the bank headquarter.

#### State Administration of Foreign Exchange, Beijing, China

Nov 2010 - Apr 2011

## **Personnel in Import Trade Verification Office**

- Executed verification of customs declaration and money orders from varied Chinese banks and enterprises.
- Facilitated the implementation and popularization of new national policy of Chinese export and import trade.

#### Xinhua News Agency, Beijing, China

# Intern Journalist in Beijing Bureau Intern Translator in *Reference News* Translation Office Intern Editor in International News Department

Jun 2010 - Aug 2010

Jun 2009 - Sep 2009

Jun 2008 - Sep 2008

- Reported seven new municipal policies in Beijing with independent interviews.
- Collected, compiled and edited multiple international news articles and translated them between English and Chinese.

## Beijing Paralympic Games, Beijing, China

Sep 2008 - Oct 2008

## **Tonga Delegation Assistant (Volunteer)**

- Coordinated administrative and logistical works, including delegation's daily schedule arrangement, interpretation, translation and negotiation.
- Invited to accompany the delegation to attend the opening and closing ceremony based on excellent performance.