Ru Xu

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EDUCATION

Columbia University, New York, NY   **expected in May 2019**
Master's degree, Technology and Media, GPA 3.8

University of Southern California, Los Angeles, CA   **May 2016 - Dec 2017**
Master of Public Policy and Management, GPA 3.65
Degree incomplete, transfer to Columbia University

Inner Mongolia University, Hohhot, China   **Jun 2013**
Bachelor's Degree, Journalism, GPA 3.6

COMPUTER SKILLS

JavaScript, HTML, CSS, D3.js, WebGL, Java, R programming language, Adobe Illustrator, Photoshop, ArcGIS, Dreamweaver, Final Cut Pro, Premiere, MS Office

PROFESSIONAL EXPERIENCE

United Nations, New York, NY
Design Intern, Jun - Aug 2018
- Interviewed 28 top users of our products through 25 interview questions, which finds 8 problems and 11 recommendations for web app and training materials.
- Created 3 commercial videos to advertise our web app to global UN staff
- Designed graphics assets using Photoshop and Adobe Illustrator to demonstrate the logos and characters of app
- Redesigned 61 instructional guides and created 2 instructional videos to enhance user experience of global UN staff
- Communicate weekly with team members and supervisors to ensure that goals and objective are being fulfilled
- Wrote project plan and produced Gantt Chart timeline in order to divide tasks and finish within 6 weeks

United Nations, New York, NY
News Cards Edit and Multimedia Intern, Mar - May 2018
- Edited 112 News Cards of United Nations and posted them on UN website.
- Researched people and events covered by a collection
- Processed and catalogued archival collections to support team work
- Digitalized and distributed multimedia materials through content management systems (CMS)
- Updated and maintained internal databases and UN Audiovisual library website using various software and web applications
- Managed Metadata for digital assets through online system

Columbia University Chinese Student and Scholarship Association, New York, NY
Journalist and Digital Media Specialist, Jan - May 2018
- Designed and developed visualizations and multimedia to tell a story
- Designed graphics, flyers and posters to promote on social media outlets
- Interviewed and reported 10 Columbia campus events, shot and edited 8 videos to update daily media posting
- Managed and edited social media platform, including Instagram, Facebook, LinkedIn, WeChat, Weibo

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Wisdom Education, Hohhot, China

Web Design and Graphic Design Specialist, Jul 2013 – Jul 2015

- Used HTML, CSS and JavaScript to create and maintain school webpage
- Designed graphics assets using Photoshop and Adobe Illustrator to demonstrate classes and activities of school
- Analyzed and visualized school's data through R language programming and Excel
- Filmed and produced 20 commercial and instructional videos, recorded 15 radio podcasts

China Business News, Shanghai, China

Associate Journalist Intern, Jul 2012 - Dec 2012

- Responsibilities included topic-oriented research, memo writing, data collecting and translating
- Researched and recommended daily news for editors, over 70 pieces of news were adopted
- Pitched stories with same-day deadlines to support editors
- Investigated and conducted interviews for CBN events

Inner Mongolia Television, Hohhot, China

News Channel Journalist Intern, Jul 2011 - Dec 2011

- Selected topics and conducted interviews on topical issues
- Produced day-of air broadcast video packages, audio pieces to support the newsroom
- Shot news stories, wrote news releases and edited news videos
- Produced more than 25 television news stories

Inner Mongolia University Campus TV Station, Hohhot, China

Journalist and Executive Editor, Nov 2009 - Jun 2012

- Managed and coordinated the news gathering, editing, recording, and broadcasting of the station
- Released over 30 reports during the service term, including:
  - ✓ *International Forum on China-Russia Regional Development in the 21st Century*
  - ✓ *Youth Envoys of China, Russia, and Mongolia*