

Yu ZHANG

Amsterdam, Netherlands

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PROFILE

Proactive and detail-oriented team player with strong communication, time management, and coordination skills. Experienced in project management and stakeholder engagement, across international teams. Proven ability to manage complex schedules, support executive operations, and deliver high-quality results under pressure. results-driven, adaptable, and always ready to go the extra mile.

PROJECT EXPERIENCE

Project Manager and Business Development Leader

Suzhou, China

University Robotic Championship Project, DJI, China

May, 2022-March 2023

- Managed a 30+ member team, coordinating monthly stakeholder updates and hosting 100+ weekly meetings to ensure on-time project delivery.
- Developed and maintained an Excel-based Gantt chart to track progress, improve accountability, and streamline team workflows.
- Designed an expense accounting system to manage annual budgets and optimize resource allocation.
- Secured €25,000 annually through external sponsorships and strategic partnerships while optimizing annual budgets to achieve savings of €2,000.

Co-Director, Editor

Suzhou, China

Ethnography Documentary, sponsored by XJTLU Undergraduate Research Fellowship

Jul-Sep, 2022

- Managed logistics, including scene staging, filming schedules, and resource allocation across production teams to ensure smooth operations under tight deadlines.
- Proposed actionable solutions to local government to address conflicts between vendor needs and urban management requirements.

Creative Cultural Research Strategy Internship

Suzhou, China

Suzhou Feiyu Media Communication Co., Ltd.

Jun-Sep, 2021

- Conducted research on 10+ intangible cultural heritages in Suzhou using onsite interviews and archival analysis to inform IP development strategies for Suzhou Museum.
- Partnered with Ogilvy to design creative merchandise solutions and implementation strategies for Suzhou Museum, presenting findings and recommendations directly to key decision-makers.

City Middle Management Board, External Relationship Leader

Suzhou, China

AIESEC in Mainland of China

Jan-Jun, 2021

- Organized 10+ campus events, attracting over 2,000 participants and boosting organizational brand visibility among university students.
- Managed city branding initiatives and facilitated communication across support teams using structured interviews to enhance teamwork efficiency.

CORE SKILLS

- Executive Scheduling & Calendar Management
- Meeting Management & Follow-Up Actions
- Travel & Logistics Coordination
- Expense Tracking & Budgeting
- English (Verbal and Written, C1 level), Mandarin (Native), Dutch (beginner)
- Microsoft Excel, Word & PowerPoint
- Stakeholder Communications
- Project & Team Management
- Time Management

EDUCATION

University of Amsterdam

09/2023 – 09/2025

- Research Master of Social Sciences (Anthropology, Qualitative)

University of Liverpool & Xi'an Jiaotong-Liverpool University (Joint degree)

09/2019 – 06/2023

- Bachelor of Arts in Media and Communication Studies (Upper Second with Honored Degree)