







Yize Zheng

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SUMMARY

- Five years of study and work experience abroad have cultivated my ability to deal with problems independently and adapt to different cultural environments.
- Have a strong curiosity for new fields and knowledge, and be willing to accept new things.
- In group study, I developed leadership skills and was able to organize and coordinate team work effectively.
- Many years of part-time experience have equipped me with good communication and interpersonal skills, and I am able to establish good relationships with people from different backgrounds and cultures.
- Have good execution ability, be able to complete tasks on time and ensure quality, treat every task with enthusiasm and dedication.

EDUCATION

2022.07 - 2023.12 **University of Queensland** **Master of Supply Chain Management**

- GPA : 5.5/7 (Top5%).
- Relevant Coursework: Supply Chain Technology and Systems, Supply Chain Design, Supply Chain Dynamics
- Honors/Awards: UQ International Onshore Merit Scholarship

2019.03 - 2022.06 **The Technology of Queensland** **Bachelor of HRM**

- GPA : 5.1/7(Top 10%)
- Relevant coursework: Accounting and Finance, Recruiting and selecting people, Managing Performance and Rewards

PROJECT EXPERIENCE

2021.09 - 2021.10 **Creating Value through People Project** **Member**

- As a project member, I conducted organizational structure analysis and personnel adjustment for HEH Civil, an Australian civil construction company, under the leadership of my mentor, so as to achieve the goal of creating human value.
- Responsible for analyzing the company's organizational structure, identifying the main problems caused by the structure and the root causes of the problems, and propose solutions.
- Regularly organize meetings to report progress, ensure close contact and efficient cooperation between the team, present the final plan to the company's human resources manager, and obtain the company's recognition and thank you letter.

WORK EXPERIENCE

2020.11 - 2021.02

EIC Education

Consulting assistant

- As an admissions and recruitment intern, responsible for international student recruitment, including promoting the school, processing application materials and interviews, as well as providing information and advice to prospective students and parents.
- Academic advisory services are provided to discuss with students their academic goals and provide them with personalized academic advice and guidance to help choose the right program.
- Manage documents and databases, maintain admissions and student files, assist with the student visa application process, and ensure the accuracy and confidentiality of information.
- Organize new student welcome events to provide new students with the information and resources they need to smoothly integrate into their new academic environment and increase their satisfaction and loyalty.

COMMUNITY OR ORGANIZATION EXPERIENCE

By leading the welcome party and basketball match organized by the Student Union, as well as participating in the recruitment and organizing activities of the Chinese Students and Scholars Association of the University of Queensland, I have accumulated rich experience in teamwork and organization management. For example, in the Student Federation, I was responsible for the implementation of weekly tasks, including the operation of the public account and the organization of activities, which successfully improved the social influence and participation of the Student Federation and provided practical cases for the development of team cooperation and leadership.

SKILLS, CERTIFICATIONS & OTHERS

- **Skills:** Excel , PPT , Word
- **Languages:** English (Fluent), Mandarin Chinese (Native)
- **Interests:** Basketball , Film , Reading