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The New York Times

- Experience**
- Summer 2003 — Present **THE NEW YORK TIMES BEIJING BUREAU** **BEIJING, CHINA**
News Assistant & Office Manager
- Assist with reporting, interview coordination and information and data mining
 - Check and summarize daily news briefs
 - Routine office administration
- Summer 2000 — 2003 **CHINESE ACADEMY OF SCIENCES (CAS)** **BEIJING, CHINA**
North American & Oceanian Affairs, Bureau of International Cooperation, Program Officer
- Interpreter for CAS managerial staff
 - Translated stories for academic bulletins and publications
 - Escorted CAS delegations overseas and received foreign visitors
 - Co-managed annual meetings of the Chinese-American Frontiers of Science Symposium
 - Organized the 10th International Symposium of the Society of Chinese Bioscientists in America (SCBA)
 - Coordinated an English Publishing Skills Workshop (with Adelaide University, Australia)
- Winter 2001 **UNIVERSITY OF MELBOURNE (MU)** **MELBOURNE, AUSTRALIA**
Melbourne Research & Innovation Office, Exchange Staff
- Selected for research management work with Melbourne Research & Innovation Office, MU
- Summer 1999 **CHINA RADIO INTERNATIONAL (CRI)** **BEIJING, CHINA**
English Service, Intern Story Writer/Editor
- Wrote English news stories for world wide broadcast
 - Assisted with air program editing
- Winter 1999 **WUHAN TELEVISION STATION** **HUBEI, CHINA**
International Department, Intern Newscaster
- Wrote and narrated English news stories for *Evening English News*
- 1999 — 2000 **www.shanglu.com, www.wanwa.com** **BEIJING, CHINA**
Business Development Department, Intern
- Devised and executed a marketing plan targeting Chinese university students
 - Edited and updated English and Chinese news content
- Education**
- Sept. 1996 — July 2000 **BELJING LANGUAGE & CULTURE UNIVERSITY (BLCU)** **BEIJING, CHINA**
Bachelor of Arts in English
- July 2000 **University of International Business and Economics (UIBE)** **BEIJING, CHINA**
Certificate of Coursework in International Finance, Institute of Finance & Banking of UIBE
Courses taken: Currency & Banking, Economics, Int'l Credit, Int'l Finance, Accounting, Int'l Settlement, Int'l Trade, Statistics, Banking & Administration, Banking Accounting and Finance Management
- Publications**
- 2001 Co-authored *Urban Chinese: Mandarin in 21st Century China*, a 360 pg book on the Chinese language and culture
- 1997 — 1998 Published *The Voice of English & Finance '96*, the first (unofficial) English newsletter at BLCU
- Personal**
- Fluent in English, elementary knowledge of French
 - Proficient in MS Windows, Office and IE, working demand in Adobe Acrobat Reader & Photoshop, basic HTML scripting, scanner, CD burner
 - Hobbies: tennis, ping-pong, badminton, music/karaoke, photography, travel