

PROFILE SUMMARY

Master's candidate in **International Affairs** at the National University of Singapore, with experience **supporting multilateral policy engagement, public affairs–related communications, and high-level international conferences** in public-sector and international institutional settings. **Strong English–Chinese writing, editing, and translation skills, with the ability to produce clear, decision-supportive briefing materials and reports.** Comfortable working in **fast-paced, deadline-driven, multi-stakeholder environments**, including coordination with senior counterparts and international partners.

EDUCATION

National University of Singapore (*in progress*) **Aug. 2025- May. 2027**

Master of International Affairs (MIA)

- **Core Modules:** Research Methods in International Affairs

Macau University of Science and Technology (MUST) **Sept. 2021- Jun. 2025**

Bachelor of Arts in Foreign Language Studies

- **Major:** English; **Minor:** Journalism and Communication
- **GPA:** First-class Honors
- **Core Modules:** Intercultural Communication, Public Relations

INTERNSHIP

Office of the Foreign Affairs Committee of the Qingdao Municipal Committee **Jun. 2024- Jul. 2024**

Asian Affairs Division

- Served as the **cross-functional coordination focal point** across **five internal departments and three overseas counterparts** for **high-profile conference-related international engagements, supporting the refinement of standardized communication and reporting mechanisms** that **reduced decision-making response time by four hours under tight deadlines**, receiving commendation from senior stakeholders.
- In response to **time-sensitive regional monitoring** and **ambiguous issue prioritization**, analyzed **political and economic developments in Southeast Asia** and **synthesized research data** into **clear briefing outputs in English and Chinese**, improving the usability of briefing materials and reducing research time by **30%**.

Shanghai Cooperation Organization (SCO) **Jul. 2023- Aug. 2023**

Department of International Cooperation & Communication

- **Synthesized stakeholder feedback and regulatory documents** related to **China–Russia commercial cooperation discussed in conference settings** into **clear, decision-oriented briefing notes**, enabling **speedy identification of coordination risks and priorities before and after internal meetings**.
- **Coordinated academic and institutional stakeholders** to support the **design, communication, and multilateral meetings and policy-related discussions** between the SCO and three partner universities, which led to **two** subsequent reciprocal visits.

EXTRACURRICULAR ENGAGEMENT

English Corner of University International College, MUST **Oct. 2021- Jun. 2025**

Leader of the External Relations Department

- Managed the association's official WeChat public account, **planning and publishing 20+ content pieces and posters on event updates and announcements institutional activities**, reaching **20,000+ total views** and **growing the follower base by 200+ within 3 months**, contributing to **improved brand visibility and engagement**.

PROJECT

Language Barriers and Tourist Satisfaction in Macao's Catering Industry: Using Mixed Methods **May. 2024**

- **Led the team** to conduct **mixed-methods analysis** combining **survey data and qualitative inputs** to assess **cross-cultural communication barriers** affecting service delivery, **translating findings into policy-relevant insights applicable to international and multicultural engagement contexts**.
- **Synthesized research findings into concise, decision-oriented briefing decks** and presented results to **80+** peers and faculty, **supporting discussion and evaluation of actionable recommendations**; project ranked in the **top 5%** for **analytical depth and communication clarity**.

LANGUAGE

- Chinese Mandarin (native); English (professional working proficiency, **strong writing and oral skills**)