

Peiwen Zhang

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EDUCATION

Nanjing University of Aeronautics and Astronautics

Major: Accounting

Bachelor of Management

Jiangsu, China

September 2015 - June 2019

GPA: 4.0/5.0

The Pennsylvania State University

Major: Labor and Industrial Relations

Master of Science in Human Resources and Employment Relations

University Park, PA

August 2019

Expected May 2021

INTERNSHIP

Dalian Ruifu Trading Company Limited

HR Specialist Assistant

July 2018 - August 2018

Main responsibility:

- Preliminarily screened resumes and made interview appointment with those who qualified
 - Recorded interview process and acquired interview techniques
 - Trained new employees including regulations, corporate cultures and product
 - Updated training materials based on investigations
 - Assisted to monitor employees' performances
 - Other administration-related affairs assigned by the supervisor
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EXTRACURRICULAR ACTIVITIES

Center of Development for Middle School Education at NUAA

Staff – Secretary - Leader of Consulting Team (Yearly promoted)

September 2015 - May 2018

Main responsibility:

- Managed materials, members' profiles and capital
 - Hosted the 5th Launching Project Awarding Ceremony
 - Organized the 6th Launching Project, target at over 300 middle schools with over 1,500 students in 30 provinces
 - Organized a large-scale competition of creative ideas and other student activities
 - Consulted and oversaw student activities, with over 2,000 students from 600 middle schools involved
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VOLUNTEER

STEP in Portland, Oregon

July 2016 – August 2016

Main responsibility:

- Helped take care of old people in Senior Haven
 - Prepared different kinds of activities for those people
 - Sanitized the public areas in the organization
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SKILLS/QUALIFICATIONS

Proficient in Microsoft Office, PowerPoint, Excel, and Word

Fluent in Chinese Mandarin