

Xiaoxiao Lyu

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EDUCATION

University of Toronto, Toronto, ON, Canada 2016.09-2020.06
Honors Bachelor of Arts in Economics and Employment Relations
Relevant Coursework: Statistical Theory, HR Planning & Strategy, Recruitment & Selection,
Employment Health, Training & Development, HR/IR Finance & Accounting

The Pennsylvania State University, State College, PA 2020.08-2022.05
Master of Science in Human Resources and Employment Relations
Relevant Coursework: Employment Law, HR Business Strategy Tools, Total Rewards, Seminar in
International Human Resources

WORK EXPERIENCE

Yinzhou Social Work Association, Ningbo, China 2021.05-2021.07
Training Assistant

- Help prepare and record meetings
- Prepare training materials for the newly hired social workers
- Contact the newly hired social workers and schedule the appointment
- Provide feedback

SKILLS

- Language: Chinese (native), English (fluent)
- Proficient in Office 365