

Tao Liu

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EDUCATION

The Pennsylvania State University

Master of Science in Human Resources and Employment Relations

University Park, PA

Expected 2024

The Pennsylvania State University

GPA: 3.93/ 4.00

Major in Bachelor of Science in Risk Management (Enterprise)

Minor in Legal Environment of Business (Business Law)

University Park, PA

08/2018 – 05/2022

INTERNSHIP EXPERIENCES

Tianjin KingRay Law Firm

General Assistant

- Organized legal paperwork, reports, and files for attorneys and clients.
- Translated documents and cases
- Scheduled appointments, checked case status, and recorded case costs.

Remote, China

02/2021 – 04/2022

Xinzhou Material Supply

Supply Chain Assistant

- Negotiated with local companies regarding the supply and transportation of various goods including transformers, utility poles, and transformer oil filter papers.
- Communicated with transportation companies regarding the delivery details, received payments, and assisted in customer services.
- Documents organization

Shanxi, China

02/2019 – 02/2020

ACADEMIC PROJECTS

Real Estate Property Research:

- Conducted researches on local Grace Lutheran Church regarding historical backgrounds, market value appraisal, existing easements in comparison to similar properties; analyzed and organized into a sophisticated presentation.

01/2021– 05/2021

Capstone Simulation Project:

- Collaborated with team members in a Chip business operation simulation for company to win higher profits and more market shares in the competition by applying business models to reasonably distribute budgets on R&D, Marketing, Human Resources, and Production.
- Saved the company from the edge of bankruptcy and made continuous positive profits for over 125% within 3 years of simulated operation.

08/2020– 12/2020

ACTIVITIES

Society of Human Resources Management, Member

08/2022– Present

Enterprise Risk Management Association, Active Member

04/2021– 04/2022

Attended several insightful seminars and lectures from renowned speakers to enhance management knowledge.

Assisted vice president in planning and arranging different events and meetings.

Dream Crew Chinese Drama Club, Human Resources Co-Chair

01/2020– 04/2021

Assistance in Campus Transition to University Park, Mentor

01/2020– 04/2021

Entrepreneurship & Management Club, Active Member

08/2018– 05/2020

Helped organize several sessions to invite successful local businesses to share their experiences.

HONORS

Dean's List

2018--2022

Beta Gamma Sigma National Business Honor Society

2020-2022

Call of Duty Warzone Tournament

Dec. 2020

Won first place in a team-based game as team leader against 80 participants.