**Sample (Americanname) Student**

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# EDUCATION

**University of Illinois at Urbana-Champaign,** Illinois, U.S.A.

*Master of Human Resources and Industrial Relations* Expected December 2019

* Cumulative GPA: 3.83/4.00

**National Taiwan University (NTU),** Taipei, Taiwan

*Bachelor of Arts in Library and Information Science and Chinese Literature* September 2008 – June 2013

* Double majored and earned 219 credits in total, with cumulative GPA: 3.67/4.00
* Honor: National Taiwan University Dean’s List Fall Semester, 2008

# WORK EXPERIENCE

**International Integrated Systems, Inc.,** Taipei, Taiwan

*Human Resources Generalist* November 2014 – May 2018

* Led institute-oriented recruiting project
  + Managed relationships with two partner institutes and developed cooperative opportunities with new institutes
  + Launched speed interview events to screen more than 10 candidates in three hours
  + Hired 65 junior software programmers, resulting in 50% growth compared to 2013
* Led Research and Development Substitute Services (RDSS) recruiting project
  + Recruited an average of 20 junior programmers per year, resulting in 122% growth compared to 2013
  + Acted as liaison between the government and the company, winning 80% rating from the government
* Led employer branding project
  + Managed the company’s LinkedIn page, doubling the number of followers in one year
  + Established a company HR blog, which has accumulated more than 4,000 visitors in one year
* Successfully recruited more than 120 people per year (with on board rate averaging 70%)
* Effectively improved recruiting process leading to elevated candidates' onboarding rate
* Initiated HR division involvement in BU’s interviews and help managers evaluate candidates
* Hosted new-hire orientation for 40 employees every 4 months, with class satisfaction averaging 90%
* Managed 18 dispatched employees’ salary and attendance

**Wellchoose Technology Co., Ltd.,** Taipei, Taiwan

*Human Resources Assistant* July 2014 – October 2014

* Assisted the manager with HR affairs including onboarding and training to satisfy HR department’s yearly goals

# LEADERSHIP

**Hygiene Education Camp of Summer Service Team,** NTU Traditional Medicine Club

*Event General Coordinator* February 2010 – July 2010

* Supervised 10 members to hold the camp, which attracted 40 participants and achieved a 94% attendance rate

**NTU Traditional Medicine Club**

*Vice Director* September 2009 – August 2010

* Efficiently managed the club’s administrative affairs
* Compiled club filings and won the highest prize for NTU club evaluation in 2010

# AWARDS AND CERTIFICATION

* People Analytics Online Course Certificate January 2019

(Certified by Coursera and Wharton Business School, University of Pennsylvania)

* Outstanding Employee of 2016, International Integrated Systems, Inc. December 2016
* Japanese Language Proficiency Test (JLPT) N2 Certification August 2014