

Guo Jing

19 Xijie Kouwai St. Beijing 100875, P.R.China
Email: Jing624218@163.com Tel: 86-15210631542

EDUCATION

Major in Social Policy, *Beijing Normal University, Beijing* *09/2009-present*

Ranking: 1/29

M.B., *Henan Normal University, Henan province* *09/2005-07/2009*

GPA: 4.42/5 Ranking: 1/67

WORK EXPERIENCE

Volunteer leader, earthquake-stricken area in Mianzhu, Mianyang, Sichuan province *07/2010-08/2010*

•Conducted survey among those victims on their health conditions along with the other 18 volunteers and collected 1,119 copies of questionnaire.

Volunteer, Pregnancy School Project, Mianzhu People's Hospital *05/2010-06/2010*

•Assisted medical experts from *Beihai Hospital* in training those pregnant women.

Volunteer leader, Sino-Australia Endowment Insurance Project for Peasant-workers *04/2009-04/2009*

•Conducted survey along with the other 40 volunteers in Zhengzhou City, Henan Province.

Volunteer, Development Project for Living-challenged Kids *9/2008-10/2008*

•conducted survey in Junior&Elementary School in Nanyang City, Henan Province.

ACTIVITIES

President of Students Union, School of Social Development and Public Policy (SSDPP) *09/2009-10/2010*

- Coordinated the day-to-day administrative operations of the school office;
- Organized, distributed and coordinated the work of Students Union;
- Organized and planned the New Year's Party of school and various lectures.

Office Assistant of Student Services Department, Henan Normal University *09/2006-06/2007*

- Assisted the office director in performing routine duties: Transmitting of information, receiving of visitors and taking the minutes of meetings;
- Assisted the department in holding the university's Commencement Ceremony in 2006 and 2007, and arranging major events and diverse meetings.

League Branch Secretary of Politics and the Management Sciences School, Henan Normal University *06/2006-/06/2009*

- Conducted the league activities;
- Assisted the counselor in accomplishing various tasks.

HONORS AND AWARDS

•Pivot of Merit Student 1/67, Outstanding Student Leader, Outstanding graduate; National Endeavor Scholarship 1/259; *2007-2008*

•Pivot of Merit Student 1/67, Outstanding Student Leader, Model cadre of the Communist Youth League, Civilized Student of Henan Province, Presidential Scholarship ,National Scholarship 1/259; *2006-2007*

•Pivot of Merit Student 1/67, Outstanding Student Leader, Henan Provincial Government Scholarship 1/259. *2005-2006*

COMPUTER SKILLS

- National Computer Rank Examination-2;
- Office Software: MS Word, MS Excel, PowerPoint;
- Data Analysis and Statistical Software: Stata and Spss.

LANGUAGES

CET-4; CET-6.

HOBBIES

Reading, Writing, Photographing, Mountaineering, Traveling.

PERSONAL QUALITIES

- Honest, Diligent, Energetic;
- Great enthusiasm in research work;
- High responsibility, commitment, cooperative sense and team spirit.