

Liu Xu

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Work Experience

- Jul 2013 - **Events Manager**,
Mar 2014 *Business Card Party Events Planning and Branding Ltd*, Changsha, China.
- Initiated and managed a series of events targeted at young professional women, responsible for drafting plans, negotiating with partners, copywriting and activity execution
 - Liaised with companies like Samsung, Lenovo, Citroen etc and assisted their events and exhibitions
 - Drafted the yearly investment pitch presentation
 - Updated content on multiple Chinese social media outlet
 - Built and maintained relationships with partner companies and investors
- Sep 2012 - **Public Information Assistant *Intern**,
Jan 2013 *United Nations ESCAP*, Bangkok, Thailand.
- Directed and edited videos for UN days' observances
 - Assisted in the preparation of press conferences and special events
 - Updated content on United Nations ESCAP's official social media accounts
 - Supported the organisation of weekly briefing programmes
 - Monitored and collected daily news for United Nations Information Centre
 - Designed and created publications such as leaflets and brochures for public consumption
- Dec 2009 - **English Teacher/ Events Executive**,
Aug 2011 *New Oriental School*, Changsha, China.
- Taught high school students vocabulary and was nominated for the award of "Accomplished Teacher of 2010"
 - Organised several promotional and recruitment events
- Aug 2009 - **Assistant Director/ Assistant Stage Manager *Intern**,
Dec 2009 *China Central Television*, Beijing, China.
- Planned and co-wrote script for opening ceremony of the National Day broadcast
 - Coordinated stage crews
 - Liaised between station staff and performers and their agencies
- Assistant Editor *Intern.**
- Edited 8 episodes of "Fa Zhi Shi Jie", a programme broadcast on CCTV12 covering law and society

Education Background

- Sep 2011 - **MA in Global Journalism**, *The University of Sheffield*, United Kingdom,
Sep 2012 *Graduated with Distinction.*
- Sep 2006 - **BA in Broadcasting, TV Writing and Directing**, *Hunan University*, China,
Jun 2010 *GPA:3.3/4.*

Languages

Native **Mandarin Chinese**
Fluent **English**

Skills

Basic \LaTeX
Intermediate Adobe Audition, HTML5, CSS3, Adobe Dreamweaver

Expert Microsoft Word/ Excel/ PowerPoint, Adobe InDesign CS4, Adobe Photoshop, Adobe Premiere Pro
Tools Camera, Video equipment

Qualities

Personal Strong analytical, problem-solving and communication skills, eager to learn and develop new skills:

Teamwork: Enjoying working in both team environments and independently

References

Academic Dr. Jairo Lugo-Ocando / Thesis supervisor
Head of Global Journalism at The University of Sheffield
j.lugo-ocando@sheffield.ac.uk

Professional Ms. Francyne Harrigan / Internship supervisor
Chief of Strategic Communications and Advocacy Section, United Nations ESCAP
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