

# Hao (Caven) Wu

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<https://caven688.wordpress.com/>

## EDUCATION

**Ph.D. in Information System and Supply Chain Management at UNC Greensboro, 08/2017 – Current**

- Kathleen Price & Joseph M. Bryan Fellow.

**Master of Science, Library and Information Science, 08/2013 - 12/2015**

- Certificate of Academic Achievement, 2013.
- 2013-14 Graduate Research Scholar Award, 2014.
- Public Librarian Certificate, 2016.

**Bachelor of Management, Information Management and Information System, 09/2008 - 07/2012**

**Communication University of China, Beijing, China**

- National Computer Rank Examination Certificate, Grade 2, 2010.

## PROFESSIONAL EXPERIENCE

**Researcher and Data Analyst, Greensboro, NC, U.S.A., 01/2015 -05/2015**

Employer: Charles Aris Inc.

- Expert business research: Using cutting-edge digital resources, to identify, analyze, package and deliver relevant search information and insights to the firm's team of professional recruiters;
- Targeted contact delivery: generate accurate, relevant and timely marketing and sourcing deliverables for practice leaders and associate recruiters;
- Continuous improvement: take leadership roles in proposing solutions and introducing changes which increase the effectiveness and efficiency of the firm's operations;
- Continual communication: keep senior leaders and recruiters apprised of activity and productivity, soliciting and providing expertise along the way.

**Teaching Assistant and Residential Assistant, Duke University, Durham, NC, U.S.A., 07/2014 -08/2014**

Employer: Duke Summer College Program

- Responsible for students residential life including daily schedule, meals and activities;
- Responsible for academic activities including lesson preparation and lesson review.

**International Student Adviser Assistant, UNCG, Greensboro, NC, U.S.A., 02/2014 - 12/2015**

Employer: International Programs Center at UNCG, Department of International Student & Scholar Service

- Manage international student file;
- Organize international student activities;
- Assist international students with admission procedures, including reviewing financial documents, managing student record in system and issuing I-20 form;
- Provide information, assistance, guidance and support to current international students;
- Holding monthly information sessions and workshops for international students;
- Assist with Optional Practical Training (OPT) for international alumni.

**Teacher, Greensboro, U.S.A., 01/2014 - 08-2016**

Employer: Greensboro Chinese School

- Tutor students in Chinese language including reading, writing, speaking and listening.

### **Website Developer**, 03/2012 - 06/2012

Topic: The Development and Design of Website IFind

Background: The express service company may promise they could deliver an order within a day, but it is almost impossible that they could deliver to every customer in an hour, or even in minutes. IFind is trying to make it possible by involving as many people as it could in the process of delivering. For example, a deliver may bring a bottle of yoghurt to someone in the way home, or take a pack of cigarettes to people nearby when walking a dog.

- Build website for buyers, sellers and delivers using Dreamweaver and ASP.NET language;
- Complete website building from system analysis, system design to system implementation;
- Realize functions including customer information management, commodity information management, shopping cart management and order management.

### **Archive Administrator**, Guiyang, China, 01/2011 - 03/2011

Employer: XIN FANG Real Estate Company

- Responsible for daily archives administration;
- Participated in transaction record management.
- Combined the skills of both paper and digital archive management.

### **System Administrator**, Guiyang, China, 07/2010-09/2010

Employer: CHINA TELECOM, Guizhou Branch, Department Of Finance

- Participated in the design of performance appraisal system;
- Be responsible for data management of performance appraisal system;
- Extended experience on system management.

### **Data Analyst**, Beijing, China, 11/2008 - 01/2009

Topic: Quality Analysis of Main Cities in China

Team: I worked in the branch group of news analysis, provided data for the further evaluation of city quality.

- Searched out news about China's thirty-four provincial capital cities during 2008 - 2009 on Sina.com;
- Filtered out junk news, classified normal news, calculated its frequency, predicted future trend;
- Submitted analysis report to head of group.

## **VOLUNTEER EXPERIENCE**

### **Media Work**, Guiyang, China, 07/2011 - 09/2011, GTV, *Story Of Yourself*

Work: actor selection, video shooting and post production.

### **Table Tennis Referee**, Beijing, China, 10/2010, Beijing Universities' Table Tennis Competition

Work: referee the group match and the first round play-off.

### **Receptionist**, Beijing China, 04/2010, Beijing Youth Science And Technology Forum

Work: provide reference service to the attendants.

## **EXPERTISE**

- SPSS Data Processing;
- Dreamweaver Website Building;
- Microsoft Word processing;
- Microsoft PowerPoint development;
- Adobe Acrobat processing;
- Bilingual (English and Chinese);
- Data Management, Information System Management;
- SQL data analysis, Data Mining, Quantitative Analysis.
- Clementine Data Processing;
- C++, Java, ASP.NET Language;
- Microsoft Excel development;
- Professional Research;
- Adobe Captivate development;
- Tutoring & Training.