



OBJECTIVE

Full Name: Shuwen Zheng **Location:** Sydney, NSW

Nationality: China **Visa Status:** Student Visa (subclass 500), valid until March 2027

Availability: Available to work from late November 2025; can continue working during the academic semester



EDUCATION

THE UNIVERSITY OF SYDNEY *FEB 2025 – FEB 2027 (EXPECTED)*

Master of International Relations – International Law Specialisation

- Focus on international law, global security, and institutions.
- Coursework includes use of force, cyber governance, and human rights regimes.

UNIVERSITY OF CHINESE ACADEMY OF SOCIAL SCIENCES *SEP 2020 – JUL 2024*

Bachelor of International Relations

- Completed core modules in diplomacy, comparative politics, and international organizations.
- Developed strong academic foundation in IR theory and Chinese foreign policy.



PROFESSIONAL EXPERIENCE

NOV 2025 – FEB 2026, PUBLIC RELATIONS INTERN, RUDER FINN PUBLIC RELATIONS

- Monitored media coverage using Tencent public opinion tools; maintained media databases and prepared reports.
- Supported influencer and media engagement by identifying KOLs, managing outreach, and coordinating collaborations.
- Assisted in organizing a multi-session training program for vivo, including logistics coordination, venue setup, and on-site support.
- Developed presentations and communication materials, including PR content, event summaries, and proposal decks.

SEPT 2024 – JAN 2025, ENGLISH TEACHER, NEW ORIENTAL EDUCATION

- Delivered one-on-one and small-group TOEFL Junior preparation classes to over 50 students aged 10–15.
- Designed and adapted lesson plans to match students' English proficiency and learning pace.
- Maintained consistent communication with parents, providing performance reports and tailored learning advice.
- Twice awarded "Teacher of the Month" for teaching effectiveness and student feedback.
- Participated in regular teacher training workshops and demonstration lessons.

FEB 2024 – MAY 2024, PUBLIC RELATIONS INTERN, QUANTGROUP

- Drafted official statements and internal situation reports for brand and PR communication.
- Assisted with preparing and submitting documents for local government funding and subsidy applications.
- Collaborated with team members to collect supporting data for public funding reports and promotional content.
- Participated in inter-departmental communication to align brand strategy with external messaging.

JULY 2022 – AUG 2022, TRANSLATION INTERN, MINISTRY OF WATER RESOURCES (PRC)

- Translated promotional materials, website content, and conference handbooks from Chinese to English.
- Drafted original news releases for events, reports, and diplomatic initiatives for international publication.
- Supported information collection and formatting for policy briefs, and bilingual documentation.
- Contributed to team work in an official government environment requiring accuracy and sensitivity.



SKILLS

- **Communication:** Capable of delivering clear, engaging presentations and lessons to both individuals and groups.
- **Multilingual Proficiency:** Fluent in English and Mandarin, with working knowledge of Spanish for basic conversation and translation.
- **Research and Writing:** Skilled in academic editing, summarizing, and supporting research with tools like SPSS.
- **Digital Literacy:** Proficient in Microsoft Office, Canva, Xiumi, and digital content creation tools.
- **Collaboration and Adaptability:** Able to work independently or in teams, manage multiple tasks, and quickly adapt to new challenges.



LANGUAGES

Chinese (Native), **English** (Fluent), **Spanish** (Basic conversational)