

SUMMER QIU

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Location: Waterloo, Ontario, Canada

QUALIFICATIONS

- Master's degree in Public Administration
- Excellent research skills cultivated by conducting several comprehensive jurisdictional research projects and best practice research projects.
- Strong project management and time management skills demonstrated by assisting the implementation of strategic plans.
- Excellent verbal and written communication skills demonstrated by the experience of communicating with a broad range of stakeholders through the delivery of successful reports, presentations, and regular meetings.
- Ability to apply critical thinking and strategic thinking skills to identify, resource, and develop solutions on program delivery.
- Excellent computer skills, including MS Office, InDesign, and WordPress. Able to learn quickly, apply new concepts or methods as needed, and able to adapt to new/changing environments.
- International and open mindset developed by intercultural background and international academic experience.

WORK EXPERIENCE

San Francisco, California Wedding Planner

Feb 2018 - Jan 2019

- Designed, planned, and led two weddings in two cities altogether with 600 guests attended.
- Organized and coordinated the wedding photography, video, host, staff, overall timeline, traffic, and accommodations.

The City of London

Strategy Intern in City Manager's Office

Mar 2017 - Feb 2018

- Provided the support and coordination for the implementation of London's Community Economic Road Map (Roadmap), a 5-year economic development strategy, founded on values of alignment, engagement, and partnership. Undertook part of the project management responsibilities including communicating the project resource needs, preparing project work plans, evaluating the project progress, and ensuring the work is completed in time.
- Communicated timely and effectively with the Roadmap Advisory Panel and five Action Teams' members, comprised of various stakeholders, including executive-level partners in government, business, post-secondary, non-profit, and wider community organizations.
- Prepared research reports, discussion outlines, presentations, annual project progress reports for Council, and improvement recommendation reports on specific policy matters.
- Carried out various inter-jurisdictional and best-practice research projects, including Municipal Open Data Policy Research, London's Economic Outlook Research, Amazon HQ2 RFP Research, Council Policy Modernization Research, and Municipal Business Hub Research.
- Provided the support for other activities in City Manager's Office - including volunteering at The Go Open Data Conference (GOOD 2017); assisting the Nanjing Delegation visiting for the 20th Anniversary of Sister-cities relationship between London and Nanjing; leading the collaborative project between City's Economic Partnership Division and the Geography Department at Western University.

The City of London

Policy Consultant in City Manager's Office

Dec. 2016 - Feb 2017

- Conducted an inter-jurisdictional scan of Council Policy Manuals in 20 Canadian cities.
- Presented recommendations for improving London's Council Policy Manual, based on the collected data and best practice analysis from the jurisdictional research.

AWARDS & ACHIEVEMENTS

- 2017 - **Peer Bravo Awards** at The City of London
- 2015 - Excellent graduate student (**Top 1.3%**)
- 2012 - Beijing Excellent Graduate Student (**Top 0.9%**)
- **1** International & **4** National Thesis Published
- **3** Research projects in University
- **7** Scholarships

EDUCATION

Western University

2015-2016

Master of Public Administration
One of the two to receive the Ken Chu Scholarship
(\$30,000)

Nanjing University

2012-2015

Master of Public Administration
Awarded the Excellent Graduate Scholarship

NCEPU (Beijing)

2008-2012

Bachelor of Public Administration
Awarded Academic and Enterprise-sponsored Scholarship

Core Courses:

Local Governments Development/Strategic Planning and Management/Project Research/ Program Evaluation/ Policy Process & Analysis/ Research Method

SKILLS

MS Office

InDesign

Research

INTERN EXPERIENCE

Career International Ltd.

May - July 2014

Headhunter Assistant

- Completed 60 candidates recommendation reports per week, and successfully on-boarded 1 executive.
- Managed full lifecycle recruitment as well as business development responsibilities for Jiangsu Province.

Lenovo Group Ltd.

Oct. - Dec. 2011

Recruiting Specialist

- Responsible for daily recruiting, including online and telephone screening, and arranging face-to-face interviews.
- Assisted and supported the team in the annual campus recruitment, including campus resourcing plan, campus selection, and hiring process.

VOLUNTEER

London Nature-The Cardinal

Dec. 2016 - Feb 2018

Volunteer for the Editorial Committee

- Designed E-Cardinal website using WordPress.
- Edited and formatted 2017 Spring, Summer and Winter Issues by using InDesign.

London Chinese Association

Oct. 2016 - Feb 2017

Volunteer for the Design group

- Designed the poster and ticket for the 2017 Chinese New Year Gala.

TRAINING & CERTIFICATES

- Web Author Training, The City of London, 2017
- Gender Lens Guide Training, The City of London, 2017
- AODA Customer Service Training, YMCA, 2016