

# LIN JI

## EDUCATION

### Level I Candidate in the Certified Financial Analyst (CFA) Program.

American University, School of International Service, Washington, DC.

Aug.2009- May.2011

Master of Arts in International Development

Concentration: Development Economics, Gender Inequality in Post-disaster Areas, Sustainability

Nanjing Army Command College, Nanjing, China.

Sep.2003- Jul.2007

Bachelor of Arts in English Literature and Linguistics / Minor in International Politics

Honors: *summa cum laude*; College Scholarship (2003-2006); Outstanding Student Award (2005).

## LANGUAGE SKILLS

Mandarin-Native speaker; English-Fluent; German-Intermediate

## COMPUTER SKILLS

**Proficient in:** MS Office suites; Lotus Notes, Visual Studio, End Notes, Final Cut Pro, Dreamweaver, and Adobe Audition;

**Intermediate level in:** SPSS, STATA, and EVIEW.

## WORKING/INTERNSHIP EXPERIENCE

*Health Information Management Officer. Health Unlimited (Health Poverty Action), Kokang, Myanmar Jun.2011-present*

- Participates in adapting feasible health information management system guideline for program area.
- Makes health information management work plan according to program proposal, logic frame, indicator and local actual needs.
- Adapts and renews feasible health information collection and analysis manual for local health institutes and health staff.
- Trains program staff, and local health staff on health information collection and analysis, or invites external expert to provide the training.
- Adapts and renews registration forms and cards of program health information collection.
- Implements health information management work plan to cooperating with program staff and local health staff, including indicator collection, entry, proofread and analysis, and does further random sampling sometimes.
- Shares program progress, health information analysis and disease morbidity with related institutes/local government on quarterly basis to keep close relationship with local government.

*Intern. Office of Executive Directors, Inter-American Development Bank, Washington, DC*

Nov.2010- Apr.2011

- Participated in the daily operational work of the Executive Director's office
- Assisted in the preparation of visits from governmental and non-governmental agencies from the various countries of the constituency.
- Analyzed projects and prepare background information for weekly meetings of Committees of the Board or/and for Special Governors' Meeting
- Contributed to the collaborative effort of the Constituency Annual Report..
- Conducted research and prepares policy documents for the Office.

*Research Assistant. Center for Asian Studies, American University, Washington, DC* Jul.2010- May.2011

- Designed brochures for the Center.
- Translated materials from English to Chinese/Chinese to English.
- Proofread and edits footnotes in research papers.
- Prepared PPT for professors' lectures.
- Occasionally performed general coordination for conferences, forums, lectures, etc.
- Managed online social network for the professor and the Center.

*Intern. International Action. Washington, DC* Jan.2010-May.2010

- Assisted in initiating a clean water project in China, drafting project proposals, conducting related research, and searching potential partners and sponsors for the project.
- Assisted in fundraising and logistics coordination for its Haiti project and the earthquake relief.
- Assisted in daily administrative tasks.

*Intern. Peace-building and Development Institute, American University. Washington, DC* Aug.2009-Dec.2009

- Assisted in web design.
- Assisted in organizing events on campus, such as movie screening, panel discussions, and conferences.

*Supply Chain Coordinator. Carrefour Global Sourcing Asia Ltd. Shanghai, China* Mar.2007-Jun.2009

- Tracked the production and logistics status of cargos, and ensured the on-time delivery.
- Analyzed information and data in supply chain process in order to anticipate the trend in the near future and find the best solutions for a smoother logistical process.
- Coordinated and communicated with suppliers, customers and 3<sup>rd</sup> party logistics corporations.
- Planned and adjusted logistics strategies in order to promote supply chain optimization, and thus reduced the transportation costs.
- Carried out and managed assigned supply chain and logistics projects.
- Provided administrative support to commercial teams; and performed help desk roles in the whole supply chain.

*Intern. World Outlook Magazine, Shanghai Institutes for International Studies. Shanghai, China.* Jun.2006-Feb.2007

- Translated English materials into Chinese.
- Collected reports and editorials about certain topics (major power relations, security and defense, etc.) from foreign media.
- Assisted in editing and do some internet-based researches.
- Wrote weekly report.
- Did some regular office duties such as data entry, database management, etc.

## **EXTRACURRICULAR ACTIVITIES**

*Selected Participant, Summer Seminar: Liberty & Leviathan - Policy from Libertarian Perspective*  
(Held by the Institute for Humane Studies of George Mason University), Jul.10-16, 2010

- A week-long seminar which brought together about 70 students across the world to discuss, debate, and learn the libertarian thoughts from perspectives of law, economics, public choice, and foreign policy, as well as how libertarian tradition can be applied to particular policy issues.

*Volunteer Chinese Teacher, Global Language Network,* 2009 Fall Semester

- Developed course curriculum and taught intermediate level Chinese class twice a week.