

Mengqian Gong

2512 Grande Vista AVE · Oakland, CA, 94601 · +1 (510) 501-5513 · shadowkmc@gmail.com

Education Background

University of Illinois at Urbana-Champaign

Champaign, IL

Master of Human Resources and Industrial Relations

May 2015

- Accumulative GPA : 3.86/4.00
- Core courses: Quantitative Methods in LER/HR Data Analysis/Firm Performance/HRM & Strategy/ Compensation Systems/HR Planning and Staffing/Workplace Dispute Resolution/Employment Relation Systems
- Vijay Kalagara Scholarship, 2015

Zhejiang University

Hangzhou, China

Bachelor of Science in Psychology

July 2013

- Accumulative GPA : 3.68/4.00
- Core courses: Managerial Psychology/Consumer & Advertising Psychology/Psychological Study on Decision-Making/Social Psychology/Psychometrics/Macroeconomics/Accounting
- Prize of the National Talents Training Base, 2012 & 2011; Scholarship for Needy Student Education Project, 2011; Excellent Student Awards, Scholarship for Outstanding Students, 2010

Chulalongkorn University

Bangkok, Thailand

Outstanding Student Leadership Program

Summer 2011

- Invited as one of 22 excellent leaders to attend finance courses and facilitate the cultural exchange
- Expanded global perspective through in-depth conversation with top managers in the Bangkok Bank Headquarter

Internship Experience

Kenny JC Studio LLC

Hayward, CA

Marketing and Customer Service Assistant

12/2014-01/2015

- Initiated and developed a preliminary marketing proposal to target customers who intent to economize on wedding photograph
- Provided clear instruction, patient explanation and follow-up post purchase satisfaction investigation of the package service via phone, email and face-to-face communication

Engineered Environment (now VIA)

Alameda, CA

Assistant for the payroll accountant and HR manager

07/2014-08/2014

- Arranged, filed and e-copied I-9, W-4, 401(k), HireSafe reports and performance appraisals of more than 100 incumbents and laid-offs for the last 7 years; Aided to approve and compile floating holidays and sick leaves, and prepared the change of health insurance plans in response to the Obama Care
- Dealt with, double-checked and verified around 70 construction contracts
- Used ADP to manage HR and payrolls data and analyze staffing gap due to recent mergers and acquisitions activities

China Telecom

Maoming, China

Assistant for HR Manager

07/2013- 10/2013

- Participated in a full-cycle recruitment in this representative state-owned enterprise, assisted to screen almost 3,100 resume online, to select 297 serious candidates to 1st round interview, to invite 78 candidates to 2nd round one-day interview and to finalize 32 in the list
- Assisted with on-boarding and training for more than 30 recent graduates; drafted a more appropriate compensation package with merit-based and skill-based pay as opposed to merely seniority pay

Hangzhou Mental Health Center

Hangzhou, China

Data Analyst and Research Assistant

09/2012- 12/2012

- Guided, observed and recorded behaviors of accumulatively 50 middle-age patients for attending physicians, verified the reliability and validity analysis of the survey and even the whole research program
- Collected and analyzed subject patients' insomnia data with one- and two-way ANOVA and other exclusive software for EEG

Leadership Activities

Administration Center of Library, Zhejiang University

Hangzhou, China

Minister of Public Relations Department

10/2010- 07/2011

- Liaised between the Center and outside companies, reached out to almost 20 companies and secured over 5,000 RMB in sponsorship for our Culture Week events
- Designed and organized four special events including a book drive, collecting over 600 donated books for freshman students as well as a successful lecture by the famous novelist Yue Cang, in which 800+ students attended

Department of Students' Affairs, Zhejiang University

Hangzhou, China

Senior Office Coordinator

10/2010- 07/2011

- Assisted with event planning and management for freshmen orientations and commencement ceremonies; arranged scholarship lists and purchased certificates and trophies
- Specialized in processing and answering questions related to students' healthcare insurance claims; managed and maintained student email accounts on LAN

Honor Studio of Design and Innovation, Chu Kochen Honors College

Hangzhou, China

Elite Club Member

09/2010- 07/2012

- Listed as one of the 40 members from 5,500 freshmen; pioneered in the interdisciplinary workshop of innovative thinking and design
- Led and coordinate a team of diverse specialties in both industrial design and computer science to participate in the iF Design Award 2011; Recommended and developed the idea of a sound (heartbeat/music) pillow with a sensor, showing humanistic care about mother-baby relation

Project Experience

- Next High Performer Branch Leader at **Johnson Control** — *HR Data Analysis* 01/2015- 04/2015
 - Manipulated the data base of 122,565 employees from 2009 to 2014, initiated a better succession plan by observing Pivot Tables and processing t-test and regression analysis of existing high-performing managers' characteristics (tenure, education level, etc.), and diagnosed the pay-for-performance system
 - Presented constructive and feasible suggestions to the Workforce Analytics Manager, including emphasizing on FSHC in the industry, facilitating succession plans for leaders, building a coping mechanism in rapidly changing environment
- Expansion Proposal for **Honeywell** in Europe — *Firm Performance* 08/2014- 12/2014
 - Conducted qualitative analysis and chose Slovakia as the best new site due to its competent and cheap labor force, efficient transportation facilities, high government-sponsored investment discount, and Honeywell's preexisting familiarity with the country
 - Analyzed financial environment (Cash Flow estimates & NPV), proceeded sensitivity analysis and calculated profitability index to develop the staffing and hiring plan of 300 technicians and a local leadership team

Skills

Advanced SPSS & Microsoft Office Suite (Excel, PowerPoint, etc.); Intermediate ADP, C Programming, Photoshop & Rhino 3D skills