PENG Yuting

Flat B, 10/F

123 Prince Edward Road West

Kowloon, Hong Kong

6 June 2015

Applying to: Programme Assistant

Dear Sir/Madam,

It is a pleasure to write to you and express my interest in the Programme Assistant position with the Programme Management Office (PMO) of the DFID Partnership. I believe my academic training in international relations, my interest in China’s development and project management experience with both the private sector and NGOs have prepared me well for the role.

I am an international relations major graduated from S. Rajaratnam School of International Studies of Nanyang Technological University, Singapore. Being a Chinese national, I had a deep interest in studying Chinese foreign policy as well as its changing position in Asia, which then became my academic focus. Upon graduation I moved to Hong Kong to work for a global risk management consultancy, where I handled due diligence projects looking at companies and individuals based in China. That five-month working experience has equipped me with English report-writing skill, a good understanding of current political and regulatory environment, and bilingual communication ability.

My career goal is to become a project officer promoting international cooperation between China and other members of the international society. I want to live in the dynamics of today’s China and study its continuous development. Therefore a position with the PMO is not only an exciting opportunity to start a career with such pursuit, but also a great match of my interest.

I am available immediately and I am happy to relocate to Beijing. Thank you and I would welcome any opportunities to discuss my application at further length with you.

Sincerely,

PENG Yuting

**Peng Yuting­**

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ypeng005@e.ntu.edu.sg

**EDUCATION**

**M.Sc. in International Relations** *JUL 2013 – JUL 2014* Singapore

 S. Rajaratnam School of Internation­al Studies (RSIS) of Nanyang Technological University

* GPA 4.0/5.0
* ­­Selected courses: Global Governance, Chinese security and Foreign Policy, International Law, Political Risk Analysis, Critical Security Studies

**B.A. in Journalism, minor in ­Finance** *SEP 2009 – JUN 2013* Guangzhou, China

 Sun Yat-sen University

* GPA 4.0/5.0, ranked 6 among 96 students
* Recipient of Hang Seng Bank Scholarship, First-class scholarship of Sun Yat-sen University 2011 and Second-class scholarship of Sun Yat-sen University 2010
* Excellent Award of *Surveying Canton: Social Survey Competition of Undergraduates* from Guangdong Academy of Social Sciences

**EXPERIENCE**

**Research Associate at The Risk Advisory Group**  *OCT 2014 – MAR 2015* Hong Kong

* **Core skill set**: English report-writing, policy analysis, online research
* Worked at the UK-headquartered risk management consultancy that provides clients analysis of political and regulatory risks. Conducted online research using public records databases and wrote integrity due diligence reports on subjects based in China.
* Analysed current Chinese policy change and its effects. Improved understanding of the political and business environment of China.

**Editorial Intern at Caixin Media** *JUN–AUG 2012* Beijing

* **Core skill set:** proof-reading, database management
* Managed a news website independently (http://opinion.caixin.com/)
* Assisted senior journalists on a report of private equity reform. Collected information of Chinese private equity reform history.

**Project Manager of Raleigh Guangzhou** *FEB- OCT 2011* Guangzhou

* **Core skill set**: project management, logistical support
* Supported the first project of Raleigh Guangzhou, a local branch of the international charity Raleigh. Contributed to subsequent local youth development projects.

**Delegate of 2011 World Youth Rally**  *AUG 2011* Seoul, Korea

* **Core Skill Set**: Public Speaking, cross-cultural communication
* Discussed international cooperation in improving environmental sustainability with participants from across Asia. Spoke at the closing ceremony representing the Chinese delegation selected by the Youth Hostel Association China.

**ADDITIONAL INFORMATION**

**Languages**: a native speaker of Mandarin and Cantonese, fluent in English and scored 7.5 in IELTS, conversational knowledge of French and Japanese

**Volunteerism:** an assistant to the Main Press Centre of the 16th Asian Games (worked 192.2 hours and was awarded an Excellent Volunteer), a volunteer of *1KG* (an NGO helping primary schools in rural China)

**彭雨婷**

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ypeng005@e.ntu.edu.sg

**教育经历**

**理学硕士 - 国际关系学** 2013.7 – 2014.7 新加坡

南洋理工大学拉惹勒南国际研究院

* 平均绩点： 4.0/5.0
* 主要课程：全球治理、中国外交、国际法、国际组织研究、政治风险分析、辩证安全研究

**文学学士 - 新闻学 (辅修财政学)** 2009.9 – 2013.6 广州

中山大学

* 平均绩点： 4.0/5.0
* 主要课程：新闻采访与报道、高级财经新闻、国际新闻采访与写作
* 获得恒生银行奖学金、中山大学2011年一等奖学金、中山大学2010年二等奖学金。
* 获得广东社科院主办的“调查广东：大学生社会调查项目”优秀奖。

**职业经历**

**The Risk Advisory Group 研究助理** 2014.10 – 2015.3 香港

* The Risk Advisory Group是一家总部位于英国的风险咨询公司，主要服务大型跨国公司的合规部门、私募基金、投资银行和欧美律师事务所，为这些机构的跨国投资与并购做前期的风险分析。本人在其尽职调查部门的亚洲团队工作。
* 执行面向中国大陆、香港和东南亚新兴市场国家的尽职调查项目。能够熟练使用中英文搜集企业的公开信息，并将搜索结果集结为一份英文商业报告。
* 由于公司客户多为非中国企业，本人负责在与中国有关的报告中分析中国的政治与商业环境、政策动向等，以帮助客户理解中国政治和经济大环境。

**财新传媒实习编辑** 2012.7 – 2012.8 北京

* 财新网是北京财新传媒旗下的一家新闻网站，每日发布以财经新闻为主的新闻讯息。本人在财新网观点频道实习，能够独立编辑专栏稿件并运营新闻网站（http://opinion.caixin.com/）。
* 参与一篇中国私募改革的报道，帮助高级记者搜集中国私募政策历史演变信息。

**《羊城晚报》实习记者** 2012.3 – 2012.6 广州

* 参与五篇深度报道的前期调查与写作。报道内容涉及中国高等教育、广东环保政策等。

**雷励（Raleigh）广州项目负责人** 2011.2 -2011.10 广州

* 作为雷励广州计划的社区项目负责人，组织首次广州雷励甄选营活动，并协调雷励广州团队后期的青年发展项目。

**韩国首尔2011世界青年会中国大学生代表** 2011.8 韩国首尔

* 通过国际青年旅舍中国总部选拔，参与中国青年代表队，在韩国首尔参加2011世界青年会，与十个国家的参会者讨论国际环保合作。代表中国队发表最终的环保宣言。

**其他信息**

语言能力：英语流利（雅思考试学术类7.5分），粤语流利，法语日语可用于日常对话。

志愿活动经历：第十六届亚运会主新闻中心志愿者、教育扶贫组织“多背一公斤”粤北山区志愿者