**Sample Résumé 4**

**Zhang Bo Bo, Bobo**

18F, ZZ Building, MM Street, Macao　｜　(853) 6666 6664　｜　[bobocheong@mail.com](mailto:bobocheong@mail.com)

**Education**

2016 to Present **Master of Law in International Business Law**, anticipated May 2019

University of Macau

Awarded with Graduate Assistantship

2012 to 2016 **Bachelor of Law**

LMN University, Beijing

**Work and Internship Experience**

Jun 2018 to Present ***Law Intern***, JJ & Co. Law Firm, Guangzhou

* Conduct research for writing legislation, perform fact-checking for cases and update the database;
* Help attorneys arrange documents, information and evidence as well as provide them with clerical support.

Sep 2018 to Present ***Graduate Assistant*** of Faculty of Law, University of Macau

* Assist professors on two research projects regarding international business law and study relevant cases;
* Facilitate in undergraduate student group discussions in class lectures and give suggestions on their research papers.

May 2017 to Sep 2017 ***Assistant*** of Legal Department, TT Organization, Beijing

* Assisted in patent and trademark applications and renewal for clients and translation of legal documents;
* Arranged logistics for office visits and business trips overseas.

May 2016 to Sep 2016 ***Summer Associate*** of International Relations, OPQ Law Firm, Beijing

* Translated commercial contracts and agreements into Chinese-English and made necessary revisions on draft contracts;
* Sought for legal advice to resolve disputes between partner organizations.

**Qualifications**

National Judicial Exam Certificate

CET English Exam Level 6 Transcript (Score: 625/710). Proficient in English writing and speaking.

Microsoft Office 2010 Training Certificate. Skilled in MS Word, Excel, Powerpoint and Access.

**Publication**

**Zhang B.B.**, Zhou C.C. (2016). A Chinese Approach to Legal Disputes for Sino-Brazilian Trade and Investment. *Journal of Sino-Brazilian Relations.* 50 (2): 775-789.

**Zhang, B.B.** (2015). A Comparative Study of International Commercial Law between China and Macau. *Journal of Advanced Legal Studies.* 66 (3): 58-64.

**Extracurricular activities**

Sep 2016 to Present ***Debater***, Mandarin Debate Team, University of Macau

* Participate in local and overseas debate contests as representative of the University;
* Win “Best Debater” in “Return of Kings” International Varsity Debate Contest in June 2018.

Sep 2017 to Present ***Secretary of General Assembly*** of Postgraduate Association

University of Macau

* Prepare meeting agendas, coordinate meeting arrangement and record meeting minutes.

Sep 2013 to Apr 2018 ***Master of Ceremony for the following types of student activities:***

* International Business Law Seminar;
* UM Distinguished Lecture Series;
* Singing Competition;
* Graduation Ceremony;
* Healthy University Week Kick-off Ceremony.