

OLIVIA ZHAO

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WORK EXPERIENCE

The California Report Magazine, KQED

SAN FRANCISCO, CA

Intern

Jul 2023 - Present

- Researched and developed potential stories, show themes, and host interview segments
- Identified interview subjects, conducted field interviews and booked guests
- Wrote accompanying web articles for radio stories I produced

American Public Media

LOS ANGELES, CA

Intern, *Make Me Smart* and *How We Survive*

Jun 2022 - Dec 2022

- Interviewed experts, logged and cleaned tapes, edited audio in Pro Tools, transcribed scripts

U.N. Institute for Training and Research

GENEVA, SWITZERLAND

Trainee, Human Resources Unit

Mar 2020 - Jul 2021

- Liaised across different departments for new employees' onboarding process.
- Assisted in recruitment and contract management, human resources administration, and staff development.

Reuters

BEIJING, CHINA

Intern, Breaking News Desk

Jul 2019 - Nov 2019

- Monitored Chinese social media for social, economic and political news.

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY, CA

Master of Journalism, Graduate School of Journalism

Aug 2021 - May 2023

- Courses taken: Advanced Audio, Photojournalism, Data Journalism, Front-end Web Architecture (HTML/CSS/JavaScript/React)

BEIJING FOREIGN STUDIES UNIVERSITY

BEIJING, CHINA

Master of Arts, School of International Organizations

Sep 2018 - Jun 2021

- Majored in International Politics and International Relations.

BEIJING FOREIGN STUDIES UNIVERSITY

BEIJING, CHINA

Bachelor of Arts, Department of Asian and African Studies

Sep 2014 - Jun 2018

- GPA: 3.88; graduated with distinction.

SKILLS

WORKING KNOWLEDGE

Pro Tools, Adobe Audition/Photoshop, Photography, Canva, Mailchimp, hand-coding HTML/CSS

BASIC KNOWLEDGE

Data analysis in Python/Jupyter/pandas; Adobe InDesign

LANGUAGES

Native speaker in Mandarin; advanced English and intermediate French