

Qingfeng Gao

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EDUCATION

Southeast Missouri State University Master's program in Business Administration	Cape Girardeau, MO	Aug 2018
Pre-MBA		Jan 2018-Jul 2018 GPA 4.0/4.0
Intensive English Program		Aug 2017-Dec 2017 GPA 4.0/4.0
Jilin University Master of Law	Changchun, China	Sep 2010-Jun 2013 GPA 3.3/4.0
Information Engineering University BA in Computer Science and Technology	Zhengzhou, China	Sep 2005-Jul 2009 GPA 2.9/4.0

WORK EXPERIENCE

Beijing Genuineways Intellectual Property Agency Ltd Patent Attorney	Beijing, China	Jul 2013-Jun 2017
<ul style="list-style-type: none">• Prepared complicated patent application documents for applicants• Replied to actions from the Patent Office and made reasonable legal arguments for patent authorization• Recruited and trained new employees and assisted them in transitioning to the job• Conducted patent retrievals and patent infringement analysis to avoid potential copy right violation risks• Discussed with clients the patentability of new technology in electronics and e-communication• Clarified patent details with clients when preparing filing documents and/or relying to the Patent Office		
Information Engineering University Class Leader	Zhengzhou, China	Sep 2005-Jul 2009
<ul style="list-style-type: none">• Reported to advisors events planning, implementing, and student involvement• Assisted advisors in organizing extra-curriculum activities, such as singing competition and debate• Organized regular class meetings to identify class academic strengths and weakness and propose plans to improve the overall performance of the class		

CAMPUS ENGAGEMENT

Cultural Workshops	Sep 2017
<ul style="list-style-type: none">• Presented on <i>Chinese Business Culture</i> to diverse audience, faculty, staff, and students	
Debate	Nov 2017
<ul style="list-style-type: none">• Collaborated with team members to prepare for arguments on <i>Online class</i> <i>Verse Face-to-Face class</i>• Summarized all the arguments presented by my team members in the debate	
Carpe Diem	Nov 2017
<ul style="list-style-type: none">• Volunteered in the Photo Booth to take photos for students and collect tickets	

COMMUNITY INVOLVEMENT/VOLUNTEER WORK

Feed My Starving Children
Volunteer

Cape Girardeau, MO

Dec 2017

- Volunteered to pack food for non-profit organization, Feed my Starving Children

LaCroix Church

Cape Girardeau, MO

Jan 2018 – Present

Translator

- Translate Sunday sermons for Chinese students who regularly attend LaCroix Church

SKILLS

Computer – PC/MAC	MSWord -tables, design/layout, text merge; Excel -spreadsheet, formulas, graphs; Access -create database, report writing, organize tables; PowerPoint - slides, animations, PowerPoint presentations,
Certificate	Software Quality Assurance Engineer Certificate, Patent Attorney Certificate
Other Language Skills	Fluent in speaking, reading, writing Chinese