

Ruize Sun

Operations Intern | Bilingual Content & Campaign Support

☎ +86 181 8203 8405 | ✉ jiyue7914ls@gmail.com | 🌐 oliversun.cn

PROFILE

2025 Henan University graduate with bilingual Chinese-English experience across campus media, client coordination, structured research, and AI-assisted content workflows. Writes bilingual copy, organizes content and data, and works comfortably across X, Telegram, and Discord. Ready to support creator campaigns through careful research, brief preparation, schedule tracking, and reliable execution.

EDUCATION

Bachelor of Science in Environmental Science

Graduated 2025

Henan University (Double First-Class University) | Kaifeng, China

SKILLS

Languages: Mandarin Chinese (native); English (CET-6 550)

Content & Operations: bilingual copywriting, content coordination, information organization, workflow documentation

SEO: foundational SEO concepts; use of AI-powered SEO tools and task-specific workflows

Platforms & Tools: X, Telegram, Discord (6-7 years of personal familiarity); Xiaohongshu personal account with 1,000+ followers; Microsoft Office; Google Workspace

AI & Data: Dify, RAG, low-code automation, GIS, statistical analysis, beginner Python and SQL

EXPERIENCE

AI-Assisted Content Operations

Mar 2026 - Jun 2026

Beijing Zhiri Media Co., Ltd. | Beijing, China | Project-based

- Designed AI-assisted workflows for structured knowledge retrieval, content summarization, and document processing.
- Built RAG-based prototypes that organized source material for repeatable content-operations tasks, with complete code for reuse.

Operations & Client Relations Coordinator | Self-Employed

Mar 2025 - Sep 2025

School Application Documentation Services

- Coordinated document collection, review, and delivery while scheduling consultations and tracking timelines across multiple clients.
- Handled inquiries through email and messaging platforms, maintained payment records, and standardized service workflows.

New Media Department Member | College Student Union

Sep 2022 - Jun 2023

Henan University | Kaifeng, China

- Wrote bilingual promotional copy for campus events and supported multi-platform content preparation.
- Captured and organized photo and video materials, supported post-production, and coordinated with student-union and campus teams.

SELECTED PROJECTS

AI Book Intelligence & Editorial Workflow

Independent AI Project

Human-reviewed content operations workflow

- Built a human-reviewed editorial workflow that connected book curation, hybrid retrieval, evidence cards, cross-book synthesis, writing, and quality checks.
- Validated the workflow on a 25-book batch using separate summary, keyword, and quote RAG pipelines with traceable source links, retry logs, and structured outputs.

Aligo Multi-Agent Travel Assistant

Independent AI Project

Agent orchestration, RAG, memory, and live information retrieval

- Built a six-skill travel assistant that routed requests through LLM-based intent recognition and priority-based asynchronous orchestration.
- Connected Milvus Lite and a local BGE model for source-linked RAG, with JSON memory, lazy skill loading, retry, circuit-breaker, and health-check safeguards.

AWARDS

First Prize, National Hope Star English Competition (2017) | Provincial Ecology Research Competition, Second Prize (2025)