

ZHANG BORAN

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PROGRAMME COORDINATION AND COMMUNITY OPERATIONS

Service-oriented Research Manager in higher education, coordinating laboratory administration at NTU since June 2025. Combines event management, community engagement and marketing communications with website and operational experience. Able to work independently and across university teams, with written and verbal communication skills in English and Mandarin. Seeking the Executive / Senior Executive (Ecosystem Operations & Engagement) role at co11ab to support its healthcare innovation community.

CORE CAPABILITIES

Event coordination | Stakeholder management | Community operations and member engagement | Marketing communications | Content management | Problem solving | Collaborative teamwork

PROFESSIONAL EXPERIENCE

Nanyang Technological University

Jun 2025 - Present

Research Manager | Singapore

DARE Lab, School of Electrical and Electronic Engineering

Laboratory operations and administration

Programmes Events and Partner Engagement

- Plan recurring research networking events, seminars and workshops to support laboratory member engagement. Coordinate speakers, attendees, catering and publicity, and ensure operational readiness of venues and on-site arrangements.
- Support stakeholder engagement through academic and community visits, including a **Tsinghua University student delegation** and an **NTU EMBA family visit**; prepare activity plans and coordinate responsibilities with research colleagues.
- **Organised the joint laboratory opening ceremony and designed signing-ceremony boards**; coordinated promotional materials and content review with NTU corporate communications, and managed industry-partner liaison during laboratory setup and early operations.
- Organised a full-day laboratory team outing, managing participant responses, transport, activity bookings, catering and the programme across multiple locations.

Community Engagement and Onboarding

- Host visiting researchers and international exchange students, coordinating arrival arrangements, hosting documentation, workspace allocation, access and induction with university teams.
- **Support supplier onboarding and enablement in SAP Ariba**: assist with supplier registration and account management, and guide suppliers in responding to purchase orders and uploading invoices.
- Administer **nine research appointments**, comprising **four new hires and five renewals**, through contract paperwork, HR liaison and systems provisioning; support international staff and student pass applications.
- Maintain team mailing lists, meeting calendars and access records for day-to-day community operations; communicate administrative requirements and coordinate follow-up with staff, students and university offices.

Marketing Communications and Content Management

- Built the laboratory website, **dare-lab.com**, and manage website content updates, collecting staff profiles and keeping team and research information current.
- Support marketing communications and outreach through event invitations, speaker introductions, presentations and visual materials; translate administrative guidance into clear instructions for laboratory users.

Business Administration and Operational Excellence

- **Independently led joint laboratory establishment and fit-out** from site selection and AutoCAD design through contractor tendering, construction and handover; coordinated partner design sign-off and ODFM and fire-safety approval processes.
- Built a **Microsoft Lists, Power Automate and Teams** workflow to improve operational efficiency through structured reimbursement requests, status tracking and automated notifications; prepared a reimbursement guide for MSc students.
- Designed a Flask and Firestore application to track research budgets, expenditure, procurement records and manpower allocation, with automated Excel ingestion.
- Provide operational support for procurement in SAP Ariba, including quotations, vendor liaison, purchase orders and goods receipt; coordinate budget monitoring and reporting through NTU research administration systems.

Nanyang Technological University

Jan 2024 - Aug 2024

Student Research Assistant Part-time | Singapore

- Supported research laboratory administration while completing a master's degree, including procurement, event coordination and record-keeping.

Today Art Museum

Apr 2021 - Jun 2021

Events and Development Intern | Beijing, China

- Supported planning and on-site delivery of **four major exhibition openings**, including gala dinner coordination, exhibition setup and artwork handover.
- Drafted sponsorship packages and an institutional introduction proposal for corporate and cultural partnerships; delivered guided tours for public audiences.

Macao Polytechnic University Student Union

Nov 2018 - Dec 2019

Vice President Event Planning | Macao, China

- Led university event planning with cross-departmental teams, coordinating task allocation, venues, rehearsals, catering and promotional activities.

EDUCATION

Nanyang Technological University

Awarded Aug 2024

MA in Teaching Chinese as an International Language

Macao Polytechnic University

Awarded Jun 2022

BA in Chinese-English Translation and Interpretation

ADDITIONAL COMMUNITY AND TEACHING EXPERIENCE

Hwa Chong International School, Singapore | Chinese Teacher Intern | Jun - Jul 2023. Delivered Chinese lessons and organised student cultural activities.

Macau Youth Artistic Ability Volunteer Association | Volunteer Teacher and Team Leader | Nov 2019 - Dec 2020. Led event planning for a community education programme.

SKILLS

Microsoft Office / Microsoft 365: Excel, PowerPoint, Teams, Lists, Forms and Power Automate. University systems: SAP Ariba (procure-to-pay), ServiceNow, Workday, APTI TripHub and iGrant / RISE.

Web and content: WordPress, HTML/CSS, Photoshop and presentation design. Data and workflow tools: Python, Flask and Firestore.

Languages: Native Mandarin Chinese; fluent English.