

PEIYI XUE

SUPPLY CHAIN | INTERNATIONAL TRADE | OPERATIONS

CONTACT

-  (+61) 457600878
-  peiyixue1999@gmail.com
-  Oakleigh East VIC 3166
-  peiyixue.com

SKILLS

- Supply Chain & Trade
- International Trade
- Supply Chain Research
- Sourcing & Supplier Research
- Procurement Research
- Supplier & Manufacturing Research
- Cross-border Business
- Coordination
- Business & Market
- B2B Market Research
- Market & Industry Analysis
- Stakeholder Management
- Cross-functional Collaboration
- Business Operations
- Analytical & Professional
- Data Analysis
- Problem Solving
- Documentation & Reporting
- Event & On-site Coordination
- Bilingual Communication

QUALIFICATIONS

- Working With Children Check
- HLTAID009 CPR
- HLTAID011 First Aid
- SISSS00133 Pool LifeGuard
- Open Water Diving License



PROFILE

Master of Business candidate with work and project experience across China and Australia, with experience in international trade, market and industry research, project operations, and cross-border business coordination. Experienced in B2B market development, OEM and manufacturing coordination, government and corporate stakeholder engagement, and cross-functional operations in a large organisation.



WORK EXPERIENCE

Business Support & Research Assistant (Part-time) 07/2026 -NOW Australia Sky Group Pty Ltd. | Melbourne, Australia

- Conduct preliminary research on Australian land and project feasibility, including local council land policies, planning requirements and relevant regulations, supporting early-stage assessment of potential investment and factory projects.
- Support site-selection and business research by liaising with real-estate agents and local councils and organising land and project information for decision-making.
- Assist with project preparation and daily business operations, including documentation, follow-up and bilingual coordination.

International Trade & Supply Chain Coordinator (Part-time), Qingdao Pioneer Automobile Brake Parts CO., LTD. | Melbourne, Australia 11/2025 - 06/2026

- Conducted Australian automotive parts market and industry research across 20+ products, identifying importers, distributors and wholesalers to assess market opportunities.
- Identified and contacted prospective B2B customers through LinkedIn, email and offline research, discussing product specifications, quotations, MOQ, OEM and packaging requirements while coordinating relevant information with the China-based manufacturing team.
- Represented the company at Australian Auto Aftermarket Expo, engaging with prospective customers and industry participants and obtaining 4-5 potential B2B contacts while gathering market and competitor insights.

Manager - Project Operations & Administrative Support, SEPCOIII Electric Power Construction Co., Ltd. | Shandong, China 07/2022 - 11/2024

- Supported HR and administrative operations for a 100+ person project team, coordinating monthly attendance, leave processes and personnel records and processing 100+ employee contract renewals and related documentation.
- Managed a two-week onboarding and induction programme for 40+ new employees, coordinating training schedules, personnel, resources and daily administration.
- Coordinated management visits and audits, including travel, accommodation, transportation, meetings, documentation and cross-functional arrangements.
- Youth League Committee – Organisation & Publicity Member: Organised 20+ team-building and cultural activities and produced 50+ bilingual project communications and internal news articles.

REFERENCE

DAVID GILBERT (PhD)

Professor and Director of
Entrepreneurship Monash
Business School

Phone: +61 3 9903 4298

Email : david.gilbert@monash.edu

XIAO LIU

Financial Director
SEPCOIII Electric Power Construction
Co., Ltd.,

Phone: +86 18053271873

Email : 1796297223@qq.com



EDUCATION

Master of Business | Expected December 2026

02/2025—Now

Monash University, Australia

International Business & Supply Chain Management (Current GPA3.3/4.0)

Monash Fastrack Entrepreneurship Program 2026

- Selected as one of 24 participants from 1,000+ applicants for Monash University's competitive entrepreneurship program.
- Led customer and stakeholder research across multiple venture iterations, synthesising 300+ research interactions/data points from face-to-face interviews, Facebook, RedNote and other channels to identify customer pain points, test assumptions and support product pivots.
- Conducted B2G stakeholder outreach to all 79 Victorian councils, receiving 32 responses and progressing engagement to council discovery discussions, including a meeting with the City of Casey; analysed stakeholder feedback, regulatory constraints and operational pain points to inform product and business-model decisions.
- Currently lead operations and supply-chain research for a consumer snack venture, investigating Makhana sourcing, supplier/manufacturer options, import vs. local production, food-safety and packaging requirements, and retail readiness while supporting product testing and commercialisation.

Monash Graduate Association (MGA) Volunteer & Badminton Activity Leader

- Supported university and community events, assisting with event operations, participant coordination and community initiatives.
- Coordinated 40+ badminton sessions, coordinating participants and maintaining a safe and inclusive environment.

Bachelor of Arts, major in Business English

09/2018—07/2022

Northeast Electric Power University, China

Director of External Affairs, Economic & Trade Association

- Secured sponsorships to support student events and expand participation. Organised large-scale campus events including the "Public Benefit Challenge" and "Campus Mega Mart", coordinating logistics, sponsorships, and participant engagement.
- Secured sponsorships and partnerships to support event delivery and increase student participation.
- Contributed to UNICEF(United Nations Children's Fund) monthly donation since 2022.