

徐旻

中共党员|22 岁|上海

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教育背景

- **华东政法大学** 法律学院（本科） 法学（GPA3.86/4.0） 2021.09-2025.06
- **上海外国语大学** 外语学院（辅修） 英语（GPA3.70/4.0） 2022.09-2023.06

实习经历

- **北京炜衡（上海）律师事务所--合规领域（广告法、反不正当竞争、消保法）** 2025.01-03

・主导国际奢侈品牌在华广告合规项目，完成100+美妆护肤品类广告内容审核及法律风险评估，建立多语言合规模板提升效率；针对食品、医药等领域的广告语使用合规进行类案检索以协助客户应对政府检查

・开展跨境捐赠合规专项研究，完成《境内企业定向捐赠管理费用操作指引》，另对委托代销协议风险、意大利机构NGO的认定和NGO在华开展借展活动风险等进行法律研究

・针对欧盟消费品安全条例开展比较法研究，输出《纺织化学材料中英法术语合规指南》，降低企业跨国经营风险

- **国浩律师事务所--民商事领域** 2023.07-2023.10

・完成股权代持税务合规研究，通过分析最高法指导案例及税务机关实务指引，撰写《资本公积金转增涉税风险防控研究》；审查保密协议；围绕公司法、民商事、建筑工程等多个领域撰写法律分析报告，通过监管资讯、市场实践、学术文章等多渠道进行交叉验证，熟练掌握北大法宝、威科先行、法巡等检索方法

・参与多个诉讼项目，涉及建设工程合同和普通民商事纠纷，整理卷宗且撰写 40 余份法律文书，包括律师函、立案材料、起诉材料、执行材料、告知函、代理词、质证意见书等

- **上海市蓝白律师事务所--劳动纠纷领域** 2022.08-2022.09

・参与某科技企业裁员项目，设计员工沟通方案并起草相关法律文书

・就劳动法疑难问题（员工违纪认定、竞业限制等），出具类案检索和法律分析报告；参与劳动诉讼项目，出具10余份法律文书，包括协助出具劳动仲裁申请书，审查劳动合同，起草模具采购合同书

校内经历

- **华东政法大学法律援助中心--劳动纠纷组代理＆项目策划部** 2021.10-2024.06

・撰写劳动纠纷相关法援法律意见书 20 余份，涉及劳动关系认定、工伤赔偿、工资拖欠等，被评为月度优秀法律意见书 3 次；法援办公室值班，帮助 10+当事人；在基层普法宣传 3 场

・参与策划华政一年一度“我是法援人”演讲比赛，评为年度优秀活动策划案

- **校学生工作--班级团支书、心理发展协会副部长、职协成员**

・带领班级获得“先进班集体”、“活力团组织”等多项称号，策划开展 10 余场活动（团日活动、脱口秀比赛、陈奕迅演唱会等），并配合团委工作，组织各类团委比赛和理论学习活动

・管理运营松江七校的校园服务号，制作并宣传公众号，熟悉自媒体运营流程

・校内创立并经营千人次的精酿啤酒代购群，维护和提升群内用户粘性和转化率

荣誉奖项

- 2023 年准律师实务技能大赛（**贷款风险合规-备忘录写作和展示**）--最佳人气奖＆三等奖
- 2021 年＆2023 年校社会活动奖学金；2022 年校三等奖学金
- 2023 年法律学院优秀团干部；理论活动月“优秀理论文章”；青马班优秀结业
- 2022 年法律学院社会实践比赛（中小学教育主题）--二等奖
- 2023 年参上海市心理剧比赛《裂》--市三等奖

专业技能

- **通过法律职业资格考试（A证）：207+128**
- **语言技能：雅思 7.0（写作 7.5）；CET6 ；英汉商务翻译课程 93 和法律英语课程 97**
- 熟悉法律检索工具；掌握 ChatGpt、midjorney 等 AI 工具
- 其他技能：Office、ps、 剪映；C2 驾照；素描 9 级

Xu Min

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EDUCATION

East China University of Political Science and | Law (LL.B.) | GPA: 3.86/4.0 Sep 2021 – Jun 2025

Shanghai International Studies University | English (Minor) | GPA: 3.70/4.0 Sep 2022 – Jun 2023

PROFESSIONAL EXPERIENCE

Beijing Weiheng (Shanghai) Law Firm | Compliance Practice (Advertising Law, Anti-Unfair Competition Law, Consumer Protection Law) Jan 2025 – Present

・ Spearheaded cross-border advertising compliance projects for luxury brands, conducted legal risk assessments on 100+ multinational advertising campaigns, and developed multilingual compliance templates to streamline cross-departmental operations

・ Authored Guidelines on Management Fee Allocation for Domestic Corporate Charitable Donations through cross-jurisdictional compliance research, addressing legal risks in agency sales agreements, NGO accreditation under Italian law, and cultural exhibition operations by foreign NGOs in China

・ Performed comparative law analysis on EU Consumer Product Safety Regulations, producing Compliance Glossary for Textile Chemical Terminology (CN/EN/FR) to mitigate transnational operational risks

Grandall Law Firm | Civil and Commercial Law Practice Jul 2023 – Oct 2023

・ Formulated Tax Risk Mitigation Strategies for Capital Reserve Capitalization through analysis of Supreme People's Court guiding cases and SAT regulatory interpretations, specializing in equity holding arrangements

・ Reviewed confidentiality agreements and drafted legal memoranda spanning corporate, commercial, and construction laws, employing multi-source verification through regulatory bulletins, market practices, and scholarly publications

・ Supported 5+ construction contract disputes, preparing 40+ litigation documents including demand letters, pleadings, and cross-examination briefs, with proficiency in PRC legal databases (e.g., PKULaw, Wolters Kluwer)

Shanghai Lanbai Law Firm | Labor Dispute Practice Aug 2022 – Sep 2022

・Designed employee separation protocols for biotech clients, drafting termination notices, severance agreements, and arbitration responses, achieving zero labor dispute escalation

・ Developed precedential database for non-compete enforcement, producing 8 case law reports that informed successful RMB 2M damage recovery strategies

・Prepared labor arbitration petitions and mold procurement contracts, while coordinating evidentiary submissions with Shanghai courts

LEADERSHIP & CAMPUS ACTIVITIES

East China University of Political Science and Law Legal Aid Center | Labor Dispute Representative & Project Planning Oct 2021 – Jun 2024

・Authored 20+ legal opinions on labor disputes (employment status, workplace injury compensation, wage arrears), awarded Monthly Outstanding Legal Opinion three times, assisted 10+ clients through office rotations and organized three grassroots legal outreach events

・ Co-planned the annual "I Am a Legal Aid Practitioner" Speech Competition, recognized as Outstanding Event Plan of the Year

University Student Leadership Roles | Class Secretary, Vice Director of Psychological Development Association, Career Association Member

・ Led class to win Advanced Class Collective and Dynamic Youth Organization titles, and organized 10+ events (themed lectures, stand-up competitions, charity concerts)

・Managed a campus service account for seven universities in Songjiang, specializing in self-media operations

・Founded and operated a craft beer group with 1,000+ members, optimizing user engagement and conversion rates

HONORS & AWARDS

・2023 Pre-Lawyer Practical Skills Competition (Loan Risk Compliance – Memo Writing & Presentation): Best Popularity Award & Third Prize

・University Social Activity Scholarship: 2021, 2023 | Third-Class Academic Scholarship: 2022

・Outstanding Youth Cadre (Law School): 2023

・ Excellent Theoretical Article (Theoretical Activity Month) | Outstanding Graduate (Youth Marxism Training Program)

・Law School Social Practice Competition (K-12 Education Theme): Second Prize

・Shanghai Psychological Drama Competition (Crack): Third Prize

PROFESSIONAL SKILLS

・National Legal Profession Qualification Examination: 207 (Objective) + 128 (Subjective)

・Languages: IELTS 7.0 (Writing 7.5) | CET-6 | Business Translation (93/100) | Legal English (97/100)

・Legal Tools: Westlaw, PKULAW, Wolters Kluwer | AI Tools: ChatGPT, Midjourney

・Technical Skills: Microsoft Office, Photoshop,Film cut-out | C2 Driver’s License | Grade 9 Sketch Certification