

Liye Zhang

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SUMMARY

- Policy Research & Regulatory Compliance:** 9 years' experience in a core government authority. Led compliance reviews of 11 regulations and administrative rules. Recommendations were adopted by the Standing Committee of the National People's Congress and the Ministry of Justice, contributing to the consolidated revision of 8 ministerial regulations.
- Process Reform & Digital Transformation:** Led administrative approval reform achieving 100% elimination of paper certification materials through digital substitution, reaching the provincial "No Certificate Required" target 3 years ahead of schedule. Experienced in RPA automation and AI-assisted workflow optimisation.
- Risk Control & Project Management:** Resolved legal risk in a RMB 16 million administrative penalty case. Integrated 7 enforcement catalogues across 4 systems and 4 administrative levels, identifying 140+ compliance issues. Authored over 100,000 words of professional regulatory and compliance reports.
- AI & Technical Tools:** Proficient in using ChatGPT, Gemini, Grok and other AI tools for research and documentation. Advanced user of Photoshop, video editing tools, and Microsoft Office. Fluent English for professional use.

EDUCATION

Bachelor of Laws (LL.B.) | Northwest University of Political Science and Law 09/2013 – 07/2017

WORK EXPERIENCE

Officer (Civil Servant) | Haiyang Ocean Development and Fisheries Bureau 08/2017 – Present

Rotations: Fiscal Subsidy Management (08/2023–Present) | Administrative Approval (05/2022–07/2023) | Comprehensive Law Enforcement (08/2017–04/2022)

Regulatory Compliance & Policy Analysis

- Led systematic compliance reviews of multiple regulations and supporting documents, identifying legal conflicts and regulatory risks.
- Monitored policy developments and designed administrative approval optimisation and reform plans.
- Independently drafted regulatory analysis reports, policy interpretation materials, and review opinions submitted to higher authorities.

Compliance System Design & Risk Prevention

- Consolidated enforcement catalogues and compliance requirements across multiple systems and administrative levels, identifying procedural gaps and legal conflicts.
- Conducted in-depth legal reviews and risk assessments for major administrative penalty cases.
- Reviewed historical reform documents to identify latent risks in licensing, enforcement procedures, and administrative authority, producing compliance guidelines and corrective recommendations.

Process Optimisation & Digital Application

- Led the reengineering and standardisation of administrative approval processes, integrating online and offline services.
- Applied RPA tools to optimise government workflows and used design/media tools to enhance document processing and communication materials.

Legal Drafting & Cross-department Coordination

- Drafted legal opinions, investigation reports, compliance communication materials, and enforcement action plans.
- Prepared key briefing documents and presentation materials for senior leadership.
- Coordinated across departments to ensure effective implementation of compliance measures.

Project & Fiscal Compliance Management

- Managed the full lifecycle of government subsidy projects, including scheme design, evaluation, and fund disbursement.
- Supported fiscal audits and disciplinary inspections to ensure regulatory adherence.

Key Achievements

- Led compliance reviews of **11 regulations**, producing a 30,000-word report covering 110+ clauses and 36 issues; recommendations adopted by national legislative and judicial authorities, promoting revision of 8 ministerial regulations.
- Designed and implemented the “**Notification & Commitment**” **approval model** and “minimum granularity” reform. Integrated 70 policy versions from 9 ministries, decomposed 24 approvals into 63 granular items, and eliminated 100% of certification material requirements.
- Completed an urgent legal review of a **RMB 16 million** administrative penalty case within one week and delivered a 20,000-word legality report within one month, resulting in the revocation of the penalty decision.
- Integrated 7 enforcement catalogues across 4 systems and 4 administrative levels, identifying 33 critical compliance issues and submitting a 15,000-word rectification plan.
- Reviewed 240 reform documents over 20 years, producing an 85,000-word compliance risk report identifying 33 systemic risks and establishing decision-reference compliance checklists.
- Developed RPA-based approval automation, designed standardised electronic seals using Photoshop, drafted 100+ public complaint responses and 70+ research reports, and participated in 30+ special enforcement actions.

PROJECT EXPERIENCE

Regulatory & Administrative Rule Compliance Review Project

- Led compliance assessment of 11 key regulations and rules, identifying conflicts with reform principles and legal risks.
- Produced a structured 30,000-word report using a “Issue–Legal Basis–Recommendation” framework.
- Communicated directly with top national legislative and judicial bodies, contributing to the consolidated revision of 8 ministerial rules and facilitating ongoing compliance rectifications via official government decrees.

Enterprise Market Entry Approval Standardisation & Digital Reform Project

- Designed approval reform based on the Notification & Commitment system in the absence of provincial standards.
- Integrated 70 policy sources from 9 ministries and created 3 generations of standardised approval templates.
- Broke down 24 approvals into 63 granular items and eliminated 456 certification elements through digital substitution.
- Achieved the provincial “No Certificate Required” target three years early; partially automated processes via RPA.

AI-Assisted Policy Drafting & Compliance Analysis Project

- Drafted subsidy implementation schemes from minimal higher-level guidance using AI tools for initial structuring and analytical support.
- Clarified complex policy classifications for reporting through independent research, accelerated by AI like ChatGPT and Gemini.
- Applied AI (e.g., Manus, Genspark) to support presentation and document preparation, significantly shortening drafting cycles.

SKILLS

- **AI Tools:** ChatGPT, Gemini, Grok for research, drafting, and analysis
- **Automation:** RPA workflow development
- **Software:** Microsoft Office, Adobe Photoshop, video editing tools

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核心优势

- 政策研究与合规审查:** 9年政府核心部门经验, 主导 11 部法规规章审查, 建议获全国人大常委会、司法部采纳, 推动 8 部部门规章集中修订。
- 流程改革与数字化:** 主导审批改革实现证明材料 100% 电子化减免, 提前 3 年达成省级“无证明”目标; 具备 RPA 自动化及 AI 工具应用能力。
- 风险防控与项目管理:** 化解 1600 万元行政处罚案件风险, 整合 7 部执法目录识别 140+ 问题, 累计撰写专业报告超 10 万字。
- AI 与技术工具:** 熟练运用 ChatGPT、Gemini、Grok 等 AI 工具进行信息检索与文档辅助; 精通 PS、音视频剪辑软件及 Office 办公套件; 英语流利 (工作级)。

教育经历

2013.09-2017.07 西北政法大学 法学 本科 (统招/学士)

工作经历

2017.08-至今 海阳市海洋发展和渔业局 科员

(2023.08-至今 财政补贴/2022.05-2023.07 行政审批/ 2017.08-2022.04 综合执法)

一、法规合规与政策研究

主导多部法规规章及配套文件的系统性合规审查, 识别条款冲突与风险点。跟进政策动态, 设计并推动行政审批流程优化与改革方案。独立撰写法规分析报告、政策解读材料及审查建议。

二、合规体系搭建与风险防控

整合多系统、多层级的执法目录与合规要求, 梳理流程断层、依据冲突等问题。对重大行政处罚案件进行深度合规审查与法律风险评估。系统梳理历史改革文件, 识别行政许可、执法程序等环节的潜在风险, 制定合规操作指引与整改建议。

三、流程优化与数字化应用

主导行政审批流程再造与标准化建设, 推动线上线下服务融合。尝试运用 RPA 技术优化政务流程, 借助 PS、音视频剪辑等工具提升文档处理效率及宣传材料制作能力。

四、文件起草与沟通协调

负责起草专业法律意见 (如举报回复)、调研报告、合规宣传材料、政务汇报及执法行动方案。为高层准备关键沟通文稿及会议材料 (如巡察谈话稿、汇报 PPT)。协调跨部门资源, 推动合规要求落地和问题解决。

五、项目与资金合规管控

负责政府补贴项目全流程管理, 包括方案制定、评审、资金发放等环节, 确保符合法规

要求。配合完成财政审计、纪委督查等监督工作。

主要工作成果：

- 1) 主导 11 部法规规章审查，形成 3 万字报告，论证 110 余条条款及 36 项问题，建议被全国人大常委会、司法部采纳，推动 8 部部门规章集中修订。
- 2) 设计并落地“告知承诺制审批”及“最小颗粒度”改革，整合 9 部委 70 个政策版本，将 24 项审批细化为 63 项，实现证明材料 100%减免，提前 3 年达成省级“无证明”目标。
- 3) 针对 1600 万元行政处罚案件，1 周内完成紧急审查，1 个月内独立完成 2 万字《行政处罚合法性审查报告》，推动处罚决定撤销。
- 4) 独立整合 4 大系统、4 级行政层级的 7 部执法目录，排查 140 余项内容，识别 33 项核心合规问题，提交 1.5 万字整改方案。
- 5) 梳理 20 年共 240 篇改革文件，形成 8.5 万字合规风险报告，揭示 33 项风险点，制作合规指引清单供决策参考。
- 6) 应用 RPA 开发行政审批自动化流程；用 PS 制作标准化电子印章；累计撰写举报回复 100 余篇、调研报告 70 余篇（超 7.4 万字），参与 30 余次专项执法行动。

项目经历

1. 法规与规章合规性审查项目

项目概述：对 11 部关键法规、规章及配套文件进行系统性合规审查与风险评估，识别条款冲突、改革精神背离等核心风险。

项目职责：主导分析论证，撰写 3 万字综合报告，梳理 110 余条条款的 36 项问题，建立“问题-依据-建议”体系；直接对接全国人大常委会、司法部等机构提交建议并沟通。

项目成果：成功推动 8 部部门规章集中修订，多项问题通过官方公告及文件获得持续整改。

2. 企业准入审批流程标准化与数字化改革项目

项目概述：在缺乏省级标准的情况下，主导设计并实施以告知承诺制为核心的审批流程改革，实现审批事项精细化拆分与证明材料全面电子化。

项目职责：整合 9 部委 70 个政策版本，主导设计 3 版标准化审批文书模板，将 24 项审批拆解为 63 项最小颗粒度事项，实现 456 项证明要素 100%减免。

项目成果：提前 3 年达成省级“无证明”目标，获营商环境检查组高度评价；应用 RPA 实现部分流程自动化。

3. AI 辅助政策方案起草与合规研判项目

项目概述：在上级仅下达百字资金通知、无具体实施方案的情况下，快速完成补贴方案起草与政策定性研判。

项目职责：运用 ChatGPT、Gemini 等 AI 工具生成方案初稿并修改报审；对复杂政策问题通过 AI 获取分析思路，经领导确认后用于上报；使用 Manus、Genspark 辅助制作 PPT。

项目成果：显著缩短方案制定周期，协助完成多项复杂政策定性，保障上报材料合规。

技能

AI 工具：熟练运用 ChatGPT、Gemini、Grok 进行信息检索与文档辅助

自动化：RPA 流程开发与应用

办公与设计：精通 Microsoft Office、Adobe Photoshop、音视频剪辑软件