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EDUCATION

Academy of Art University(AAU), San Francisco, CA
M.A., Major: Web Design And New Media

May 2020

University of San Francisco (USF), San Francisco, CA
B.S., Business Administration, Major: Accounting
Dean's Honor Roll
Dean's Honor Roll

May 2017
Fall 2016
Spring 2015

Loyola University Chicago, Chicago, IL
B.S., Business Administration, Major: Human Resource

Aug 2013- Dec 2014

WORK EXPERIENCE

FSHO Music (Music Project), San Francisco, United States
Project Manager

July 2017- Present

Preparing pitch book for upcoming music festival project
Collecting statistical data for EDM listeners in the United States and China
Managing DJ FSHO's Social Media and public profile
(Instagram, SoundCloud, Spotify, Netease and Weibo)
Generating and analyzing monthly report with QuickBooks and other tools

Danone Asia-Pacific Management CO.LTD, Shanghai, China

June 2018- Aug 2018

Performed tasks using finance applications and procedures in food and medical instrument industry
Assisted Finance and Operations Managers with various project duties
Prepared monthly internal budgeting plans for various products and conducted Powerpoint documents for weekly meetings.

Pillar 6 Advisors, LLC, San Francisco, United States
Marketing Intern

April 2016- July 2016

Recorded potential customer information to the database
Made calls to the clients to schedule next meeting
Analyzed and evaluated marketing campaigns to improve performance
Collected and organized daily marketing activity data
Completed and edited the social media (LinkedIn, Facebook, Website page)

Strings Management, Chicago, United States
Partner/Investor relations

Jan 2015-May 2016

Promoted to become a partner and compensated by share options
Provided daily monitoring service for operation and daily cash report and reporting to investors monthly
Participated and initiate in fund raising and development strategy team for Strings Lincoln Park Store
Arranged meetings for the management team and investors
Generated multiple reports from QuickBooks system regarding daily performance and account balance
Performed relevant data analysis, including sales, profit and profit margin, and perform to other investors

LEADERSHIP EXPERIENCE

Academy Of Art University, San Francisco, United States
Project Manager-Team Beedo (Won the 1st place in the competition)

Fall 2019

Loyola University of Chicago, Chicago, United States
Lead Organizer

Jan 2014

University of San Francisco, San Francisco, United States
Team Leader for Marketing Class Competition

July 2015 – Aug 2015

SKILLS

Microsoft Word
Microsoft Excel
Microsoft Powerpoint
Microsoft Outlook
Google Docs
Google Sheets
Google Slides
QuickBooks
SQL

Adobe Acrobat
Adobe Illustrator
Adobe Indesign
Adobe After Effect
Adobe Photoshop
Adobe Lightroom Classic CC
Adobe Premiere Pro
Sketch
Figma
Webflow

HTML 5
CSS
Javascript
PHP
MySQL

Financial Forecasting
Internal Budgeting
Cash Flow
Demand Forecasting
Data Analytics
Project Management
Analytical Skills

SOFT SKILLS

Teamwork
Research
Public Speaking
Creative Thinking
Leadership
Marketing
Time Management
Networking
Conflict Resolution
Decision Making

LANGUAGES

Shanghainese
Mandarin Chinese
English