

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Marketing
Minor: Management Information Systems
GPA: 3.37

ACTIVITIES & AWARDS:

YouTube Beauty and Fashion Vlogger, September 2010 – Present
FAB (Fashion and Business) Club, February 2013 – December 2013

EXPERIENCE: PHILLY BRIDES, Philadelphia, PA Summer 2013

Marketing/Bridal Services Administrative Intern

- Assisted bridal consultants and seamstresses during appointments; Pulled client items and prepared fitting rooms.
- Booked client appointments and provided exceptional customer service in person and via phone.
- Managed marketing e-mails for potential opportunities in magazines.

PAULA HIAN DESIGNS, Philadelphia, PA Spring 2013

Fashion Merchandising & Marketing Intern

- Ordered merchandise and organized shipments to local boutiques and pop up shops.
- Monitored and updated Paula Hian's social media accounts.
- Contacted clients and stores to see new debuts of fashion and lookbooks.

CAREER WARDROBE, Philadelphia, PA July 2011 - August 2011

In-Store Wardrobe Stylist & Greeter, Volunteer

- Styled 3-5 female clients daily in work appropriate outfits.
- Maintained and organized visually appealing and welcoming store environment.
- Completed assigned duties in a timely manner with attention to details.

SKILLS & LANGUAGES:

- Proficient in MS Word, PowerPoint, Excel and Video Editing
- Chinese (Cantonese) Fluent