

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration (2013-2018)

MAJOR: Management Information Systems | MINOR: Accounting | Certificate Program: Music Technology

ACTIVITIES:

- Participation, National AIS Competition, Spring 2017
- Attendance, Fox IT Awards, Spring 2016, Spring 2017
- Member, Association for Management Information Systems, 2015 – 2017
- Participation, IBIT/CDI Challenge or Conference, Fall 2015
- Manager, Chinese soccer team of Temple University, 2014 – 2017

EXPERIENCE:

Boyer Recording Studio, Philadelphia, PA

August 2017 – May 2018

Assistant Audio Engineer

- Kept all equipment in good working order to maximize sound quality.
- Processed live audio/video recording and connected events to audiences on the web.
- Set up equipment on-site including microphones and recording.
- Recorded sound and video in-studio and on locations.
- Collaborated with clients and adjust sound quality to meet product standards.
- Used Final Cut Pro to edit video and Pro Tools to edit sounds tracks.
- Delivered final files to customers to make adjustments as needed.

G-Info Technology Ltd., Chongqing, China

May 2017 – August 2017

IT Intern

- Collaborated with five other interns on a project designing customer's shopping webpage on Taobao.
- Assisted in designing company brochures and display panel.
- Utilized multiple forms of communication to expedite reports, spreadsheets, agendas, departmental special events and special projects as assigned.
- Updated and managed the customer database and contact information via MySQL.

Presser Listening Library of Temple University, Philadelphia, PA

October 2016 – May 2017

Officer

- Cataloged basic information of LPs and CDs via File Maker.
- Used Audacity with phonograph to digitalize LP and saved as a music track.
- Edited each music track into single music piece and archived into the computer system
- Assisted students to find records or tapes, and managed office equipment and supplies.

CHINA TELECOM, Chongqing, China

June 2014 – August 2014

Marketing Assistant

- Collaborated with three teammates to achieve weekly sales target assigned by the Marketing Manager.
- Evaluated all potential sponsorship/partnership opportunities through companies using our products.
- Analyzed customer purchase history and market trend to identify most profitable products on every Monday.
- Managed marketing strategies, budgets, volume forecasts, and financial statements via Microsoft Word and Excel.

SKILLS&LANGUAGES:

- Chinese (Mandarin) - Native language
- Fluent in Windows and IOS system
- Microsoft Excel, PowerPoint, Word, OneNote, Access, Azure
- Justinmind, HTML, CSS, Google Site, MySQL, R Studio
- Other: Pro Tools, iZotope, Final Cut Pro