

# XXXXXXXXXX

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## EDUCATION

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### University XXXXX

- **Master of Arts (MA)** in East Asian Studies 2018
- **Bachelor of Science (BS)** in Atmospheric, Oceanic and Environmental Sciences 2017
- **Bachelor of Arts (BA)** in Asian Humanities 2017

## CORE COMPETENCIES

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|---------------------------------|---------------------|-------------------------|
| ✓ Project Management            | ✓ Planning          | ✓ Oral Presentation     |
| ✓ Leadership                    | ✓ Organization      | ✓ Written Communication |
| ✓ Document Review               | ✓ Negotiation       | ✓ Information Analysis  |
| ✓ Customer Service              | ✓ Teamwork          | ✓ MS Office Suite       |
| ✓ Mandarin Chinese (Proficient) | ✓ French (Beginner) | ✓ Esperanto (Novice)    |

## PROFESSIONAL EXPERIENCE

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### **Project Manager** *Jan 2012 – present* XXXXX

- Proactively researched efficient techniques to streamline work process and solve time-consuming problems.
- Spearheaded business revamp strategy to decrease turn-around time by 200% and increase profits by 100%.
- Conduct budgeting, purchasing and planning for \$12,000+ in sales and 50+ projects per year.
- Negotiate sole-distributor agreements with internationally-based companies with 100% acquisition rate.

### **Teaching Assistant – Political Science and International Studies** *Jan 2018 – Jun 2018* University XXXX XXXXXXX

- Developed innovative instructional strategies to ensure inclusive environment for diverse thinking.
- Mentored and counseled students with advice for academic improvement; received high 8.5/10 student rating.
- Performed Guest Lecture and commended on impressive oral presentation skills and subject knowledge.

### **Library Assistant I – East Asian Library** *Sept 2017 – Dec 2017* University XXXXX XXXXXXX

- Managed front desk and assisted international patrons in Chinese for a higher level of customer support.
- Prepared, organized and advertised for library public outreach events and special functions.
- Supported event planning by coordinating with outside elements to ensure an overall enhanced experience.

### **Nonprofit Representative – XXXX Annual Giving** *Mar 2014 – Oct 2017* XXXXXX

- Secured pledges of up to \$1,000 each through application of intense interpersonal communication skills.
- Improved personal success rate by proactively seeking mentorship to perfect performance.

## CERTIFICATIONS

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- PMI Certified Associate in Project Management (CAPM)
- OSHA 10-Hour General Industry Training Course
- ASHI First Aid, CPR & AED (Child and Adult)
- US Army SHARP Professional Training

## AWARDS & HONORS

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- The President's Volunteer Service Award – Gold Level
- Norton H. Bell Foreign Service Fellowship
- XXXXX Publication – *Remote Sensing of Sea Surface Temperature*
- Air Force Association Bernard Schriever Scholarship