

SHANE KUO

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EDUCATION

SKIDMORE COLLEGE, Saratoga Springs, New York **MATHEMATICS MAJOR, ART MINOR**, CLASS OF 2017

- Graduated with a GPA of 3.61

PROFESSIONAL EXPERIENCE

Michael C.F. Chan & Associates, Stationed in Los Angeles, California Summer of 2017 to Present

Intern, Interior Designer Assistant and Project Manager Assistant

- Help oversee the remodeling and redecorating of our client's five-floor townhouse right next to Central Park. Work directly under the project manager and interior designer, and help out the heads of contracting, electricity, owner's representatives, and anyone else who needs help.
 - Daily tasks very day to day depending on the task at hand, such as: learning information about new mediums and subjects in order to understand and execute tasks, instructing construction site workers and movers on where things go and how things are meant to be put together, measuring pieces of furniture, unpacking and organizing all the packages being sent over, helping problem solve a plethora of random issues that would come up and put a hold on the entire project, delivering information down the chain of command, researching custom light bulbs and other necessary pieces and traveling to go purchase them.

NEW-A, New York, New York

Summer of 2016

Intern, Creative Marketing Department and Social Media Department

- Analyzed social media behavior of Generation Z and conducted a presentation proposing multiple ways to potentially market more effectively towards Generation Z.
- Worked on the Dumpling Mama Festival Campaign, generating multiple ideas for social media campaigns. Also researched consumer habits for those who purchase things similar to Dumpling Mama's new products in order to create the most effective marketing strategies.
- Worked on the McDonald's NEXTNEXT Hawaii Campaign, constantly proposing new and revising old social media activities done each week, while creating the necessary materials for each social media activity. Created 5-6 digital assets on average a day, such as animated GIFs. Monitored social media and researched local Hawaii artists to ask them to join the campaign.

Advantage Capital Management, New York, New York

Summer of 2015

Intern, Model Analyst

- Researched bonds, CLOs, and other various aspects of finance
- Conducted background research on incoming and potential clients
- Reviewed models for clients
- Created models to present to clients
- Created Powerpoints to present information to clients

Riverside Risk Advisors, New York, New York

Summer of 2014

Intern, Model Analyst and Assistant

- Researched derivatives, risk management, hedging of interest rate, and other various aspects of finance
- Conducted background research on incoming and potential clients
- Reviewed models for clients
- Wrote up legal documents and contracts
- Administered the legal process between clients and Riverside Risk Advisors
- Fixed technical problems in the office and helped upgrade all of their computers

QUALIFICATIONS, ACHIEVEMENTS & INTERESTS

- Perfect Score on the Mathematics portion of the SAT
- St.Gaudens Medal for Academic Excellence in Drawing given by the Metropolitan Museum of Art
- Screenprinting solo-gallery exhibition held at Skidmore College in 2016
- Bilingual in English and Mandarin
- Vice-President of Skidmore eSports Club at Skidmore College
- Teaching Assistant for Communication Design and Digital Foundation
- Experience with HTML, CSS, Javascript, Adobe Photoshop/Illustrator/InDesign, Microsoft Suite