

SIYAO SHEN

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EDUCATION

Franklin & Marshall College, Lancaster, PA

Bachelor of Arts; GPA 3.21 **Year:** May 2015

Major: Business; Minor: Applied Mathematics

Membership: Association for Women in Mathematics (AWM)

Honor: Dean's List

WORK EXPERIENCE

FRC / Li & Fung USA, New York City, NY

Jun. 2015 – Present

Intern

- Managed the filing project: reorganized the company shared drive and set up the future filing system.
- Created and developed the fabric library.
- Created training guideline for design and operation department.
- Assisted with design department with seasonal product development for Walmart.
- Research fabric trend and developed fabric data tracking system.

Life Connection Mission, Lancaster, PA

Aug. – Dec. 2014

Fall Internship: Grant Coordinator

- Researched applicable foundation and grants information for a \$1.5 million non-profit organization.
- Collected data and prepared the grant proposal and application.
- Researched and built partnership with other non-profit organizations.

Global Trade Advisors, Portland, OR

Jun. – Aug. 2014

2014 Summer Internship: Assistant Project Manager

- Assisted Sr. Project Manager with daily communication with clients, Chinese factories and customers.
- Managed files for each order/shipment (PO, down payment, BOL, Packing list, commercial invoice, final payment)
- Organized inventory data for about 100 products and presented monthly sales reports.
- Translated Chinese and English documents.

Shanghai Kunlei Textile Co., Shanghai, China

May – Aug. 2013

Textile manufactory with 200 employees, provides yarn to clothing factories

Marketing and Sales Manager

- Responsible for marketing and advertisement on clothing industrial website.
- Communicated with customers, dyeing house and suppliers and followed the whole production process.
- Recruited 10 new customers by replying to online inquiries and reaching out actively.
- Sold 3 tons of yarn and made revenue \$50,000.
- Prepared the company information material to participate in the exhibition.
- Assisted the general manager and completed assigned tasks.

Warehouse Manager

May – Aug. 2010 & 2011

- Responsible for stocking inventories and tracking returns into the warehouse facility.
- Managed the inventory database using ERP software (similar to SAP) to ensure the integrity of the information.

ECV International Co., Shanghai, China

May – Aug. 2012

Consultant

- Organized China green hotel conference “China Sustainable Hotel Summit 2012”.
- Researched over 10 large hospitality organizations per day and contacted 2 to 3 directors from each organization to invite them to the conference.
- Corresponded via phone and emailed to collect feedback from the hospitality organizations over sustainability topics of interest and adjusted the content based on their feedback.
- Connected the hospitality organizations to green suppliers such as heating/cooling systems, furnishings, and lighting.

SKILLS

Language: Fluent in Chinese Mandarin & English; Intermediate in Italian.

Skills: Microsoft Word, Power Point, Excel, ERP (SAP), Communication skills, Cold Call, Sales, Problem Solving