

JADE CHIN

131 Brooks Street Brighton, MA 02135 | Mobile (617) 259-8123 | jmchin@suffolk.edu

Summary

Recent graduate with 5+ years of experience in high-pressure sales environments and fast paced office settings. An excellent team player with great organizational skills, time management and creative and innovative abilities; with the capacity to manage multiple projects and consistently meet deadlines.

Education

Suffolk University, Boston, MA

September 2009 – June 2013

Bachelor of Science in Marketing

- Top 10 Entrepreneurship Product Pitch Competition
- Marketing and Advertising Coursework

Work Experience

Museum of Fine Arts-Boston, MA

February 2014

Development Assistant in Gift of Arts Temp

- Scanned in Donor Documentation
- Managed mailings for Ross Society Seminar and Gift of Arts Committee Conference

Gibson Sotheby's International Realty-Boston, MA

December 2013 – March 2014

Real Estate Marketing Assistant Internship

- Created and monitored social media profiles and maintained websites
- Coordinated and organized events to help maintain key client relationships
- Generated new deals for a real estate development company that focuses on multi-family residential projects, including real-estate market analysis.
- Managed e-marketing systems and client databases

Reed Elsevier Inc., Newton, MA

September 2013 – April 2014

Tax Administrative Intern

- Created an electronic workbook for EFT (Electronic fund) transfer for checks
- Scanned in and filed tax returns
- Created and organized database and binders

Jae Hun Kim Taekwondo School, Boston, MA

June 2007-August 2007

Marketing, Operations and Teaching Assistant

- Managed direct marketing efforts around the city of Boston
- Taught junior students required forms and sparring techniques and strategies

Boston Architectural College, Boston, MA

June 2006-August 2006

Accounting Assistant

- Controlled the organization of all invoices
- Assisted the accounting team with daily tasks as necessary such as filing and office organization

Skills

Dreamweaver

SPSS

Martial Arts and Dancing

Power Point

Jewelry Design

Drawing

Conversational Spanish

Excel

Organization

Customer Service

Achievements

- Recognition for boosting sales at Victoria's Secret and The Gap
- Second Degree Black Belt in Taekwondo
- Selected for U.S. Women's forms competitor for World Championships in 2013 in Korea

