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