

Christopher Lam

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EDUCATION

Hunter College

Bachelor of Arts in Media: Emerging Media

Minor: Accounting

GPA: 3.8/4.0

New York, NY

Exp. Graduation May 2020

EXPERIENCE

Steven Blacher & Co., CPAs

Entry Level Accountant Intern

New York, NY

September 2018 – December 2018

- Enter on average of 50 transactions and monthly bank reconciliations for clients in QuickBooks daily
- Collate individual, corporate, and partnership returns to aid clients in getting tax return
- Increase efficiency by 20% by scanning documents to make the firm become paperless

CHANEL

E-Commerce and E-Services Intern

New York, NY

June 2018 – August 2018

- Modified new project ideas to fit past data trends, making sure it was executed in a successful manner by aggregating useful data
- Aided team in migrating data from legacy inventory applications into a single consolidated application for point of contact
- Assigned customer service tickets to people responsible for various aspects of the website. i.e. glitches, server issues
- Designed presentations regarding project timeline, team members, and resources needed for the completion of the project

CFA Society New York

Social Media and Design Intern

New York, NY

June 2017 – December 2017

- Monitored Twitter, Linked In, and Facebook using Hootsuite to advertise future events and interact with followers
- Inputted event sign ups and upcoming events using Excel in conjunction with Bulk Composer to automatically distribute tweets
- Coordinate with design manager to layout each week's goals and to ensure no overlapping of duties

Marketing Intern

June 2017 – December 2017

- Attended professional panels on critical financial issues and draft memos highlighting key points for publication on the website
- Managed daily newsletter (9,000 subscribers) by scheduling event promotions, and creating graphics for advertisements
- Cross-checked CFA Society and Kaplan databases to ensure continuity across both platforms, inputting missing data

New York Life Insurance Company

Marketing and Sales Intern

New York, NY

June 2017 – July 2017

- Acquired new clients through cold-calling and e-mailing to set up appointments for new insurance policies
- Consolidated potential attorneys, CPA's, state planners, and real estate agents on Excel for future partnership events
- Brainstormed with 15 interns to formulate new marketing and sales strategies to expand the company's consumer outreach
- Studied over 50 hours of life and health insurance policies to grasp the service the company provided to its clients

Hollister and Co.

Brand Representative

Massapequa, NY

August 2016 – October 2016

- Built customer confidence by actively listening to their concerns and responding with appropriate feedback
- Collaborated with sales managers and other brand representatives to ensure shelves and racks were organized
- Represented the company and educated customers about various deals and promotions at the given time

Stock Associate

August 2016 – October 2016

- Processed and organized merchandise to confirm all items purchased, returned, or restocked are accounted for
- Utilized inventory scanners to keep track of inventory and to refill the cart to replenish the shelves on the floor
- Fulfilled online orders by creating package labels, searching for requested items, and packing them for shipment

LEADERSHIP

Tri-M Music Honor Society

Vice President/President

Massapequa, NY

September 2012 – June 2016

- Planned over eight events and designated members to perform tasks to run events and performances
- Streamlined the communication system to inform the 100 members about events through emails
- Volunteered and facilitated music festivals/concerts by selling snacks or setting up performances

Aerify 3.6

Vice President

New York, NY

November 2015 – June 2016

- Aided in raising awareness about the environmental struggles within the community to the community
- Constructed several orientations at schools to publicize the club in order to recruit more members
- Informed students and teachers on how they could reduce their carbon footprints within their own lives

AWARD

Massapequa High School Business Award

June 2016

- Nominated by the business department to the student who showed a keen interest in business and events

SKILLS & INTERESTS

Computer Skills: Microsoft Word, Excel, PowerPoint, Photoshop, Illustrator, Lightroom, QuickBooks, and Hootsuite

Computer Language/Frameworks: HTML/CSS, PHP, JavaScript, AJAX, MySQL, and JQuery

Interests: Photography, Technology, Traveling, Food, and E-Sports