

**DEVIN JAMES DYSON**

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**EDUCATION**

Ithaca College, Ithaca, NY — Bachelors of Science in Business Administration with a concentration in International Business, May 2016

**EXPERIENCE****Project Manager, MAC Group; White Plains, NY — May 2017 - Current**

Working with e-commerce manager to create marketing task and delegate to a team of 12. Pipeline management of marketing assets across the organization.

**Research Assistant, Cornell University; Ithaca, NY — May 2016**

Administrative assistant/shadow to Catalina Iricinschi, Lecturer and Postdoc Associate at Uris Hall Department of Psychology.

- Managed a small team student researchers to develop eye-tracking exhibit for the Herbert F. Johnson museum of Art
- Scheduled and held routine meetings, used ASANA to manage and delegate task between group members

**Business Development Intern, Klinify; Singapore, SG — Summer 2015**

Prepared for the Association for Private Hospitals Malaysia (APHM) hospital show in Kuala Lumpur and International Modern Hospital Show (IMHS) in Tokyo.

- Generated database of over 1500 hospital/clinic leads spanning between Singapore, Malaysia, India, Australia, and Japan, handled email and LinkedIn outreach and metrics
- Sent over 100 InMail™ with 18% response rate
- Sent over 200 automated cold e-mails with 12% response

**Marketing Intern, Health Media Network; Darien, CT — Winter 2014**

Received training on marketing and sales concepts. Updated Excel spreadsheets and PowerPoint presentations for marketing and sales teams.

**CERTIFICATIONS & EXTRACURRICULARS**

Dean's List  
Ithaca College Fall '15

MSOS: Microsoft Excel Certiport  
Starting April 2013

Excellence in Engineering and  
Design PLTW 2012

Ithaca College Rowing  
2012-2016

Saugatuck Rowing Club  
2009-2012

**SKILLS**

English, Mandarin, Windows OS, Mac OS, GitHub Version Control, Asana, Illustrator CS6, Photoshop CS6, Autodesk, HTML 5, CSS, Python, Excel