Devin J. 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

RESEARCH ASSISTANT, CORNELL UNIVERSITY; ITHACA, NY – MONTH OF MAY 2016

Administrative assistant/shadow to Catalina Iricinschi, Lecturer and Postdoc Associate at Uris Hall Department of Psychology. Managed a small team of students to develop an eye-tracking exhibit for the Herbert F. Johnson Museum of Art.

- Scheduled routine meetings, organized digital and paper documents, used *asana* project management software to manage and delegate task.

BUSINESS DEVELOPMENT INTERN, KLINIFY; SINGAPORE, SG – SUMMER 2015

Facilitated involvement in international trade shows: including the Association for Private Hospitals Malaysia (APHM) in Kuala Lumpur; and the International Modern Hospital Show (IMHS) in Tokyo. Exhibited EMR software solution at the Kuala Lumpur Convention Center.

- Built database of over 1,500 medical professionals spanning between Singapore, Malaysia, India, Sri Lanka, Japan, and Australia.

- Setup *InMail* and E-mail processes for lead generation and nurturing, established A/B test for Clinical Research Organizations, Hospital Groups, and Private Clinics.

  - Sent +100 InMail with 18% response rate

  - Sent +200 automated E-mails with 12% response rate

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. Compressed digital files for storage optimization.

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 (native); Mandarin (limited-working proficiency); Autodesk CAD; Illustrator CS6, SPSS; HTML 5; CSS; JavaScript; Python; Ruby; Git and Github; Google Analytics; SEO; Microsoft: Excel; Powerpoint; Outlook; Leadership; Teamwork; Research.