

Rebecca Qi Mills

2 Cobble Way Apt. 6

Colchester, CT 06415

(860)388-8894

rebeccaqimills@gmail.com

EDUCATION

Roger Williams University

Bachelor of Science in International Business

Bristol, RI

8/04 – 5/08

Member of National Dean's List.

Prepared for a corporate career that specializes in the global marketplace.

Classes included an International Business Seminar, Human Resource Studies, and Microsoft Suites.

Commerce Institute of Nancy (ICN) Business School

Bachelor of Business Administration

Nancy, France

9/06 – 5/07

Studied under a highly selective one-year, rigorous program open to international students.

3.8 GPA

University of Connecticut

Paralegal Litigation Certificate Program

Groton, CT

8/09 – 12/09

Legal terminology, analysis, writing, research, overview of lawsuit, litigation process, post judgment.

Extensive professional development offered through role playing and legal writing assignments.

EXPERIENCE

Mohegan Sun Resort Casino and Hotel

Casino Host, Asian Marketing Department

Uncasville, CT

8/08 – Present

Representing the Casino's interests as a liaison in relations to high-rolling, V.I.P. patrons.

Resolving on average 6 conflicts per day with guests

Sales skills included selling hotel reservations to meet department goals

Stood-out from peers by maintaining follow-up contact with new clients in the exclusive lounges.

Connecticut Legal Services

Paralegal Intern

New London, CT

1/10 – 6/10

Reporting directly to the attorney by interviewing, translating, transcribing, and conducting research.

Went up and beyond job expectations by filing an I-360 and I-480 Immigration Form for the client.

Key-player in a team-oriented environment by performing the timely and complex preparation for the case, from Discovery to Trial phases.

Lucent Technology (IBM)

Administrative Assistant Intern

Shanghai, China

6/06 – 8/06

Taking phone calls, and providing information on exporting and importing electronic products to corporate clients and management.

Structuring Databases, Reports, Importing, and Organizing Databases of Electronic Goods with Microsoft Excel and Access.

Ensuring timeliness of scheduled meetings, researching client information, and recording meeting proceedings for superiors.

Analyzing and translating product data forms from Mandarin to English for corporate clients.

SKILLS

Fluent speaking, reading, and writing in Mandarin Chinese and English.

Proficient in Microsoft Access, Excel, Word, PowerPoint, and Outlook.