**PROFILE**

* MBA Business graduate with Bachelors of Event Management (2016)
* Six-month conference management internships
* 16-week marketing internship in Ottawa-based IT company
* High initiative, focus on detail, determined

**SUMMARY OF QUALIFICATIONS**

* Excellent Sales skill – Working as sales representative for Mobilenet plus, selling Freedom wireless plan, Rogers phone and home internet. Always reaching the daily target.
* High sense of responsibility – scanning potential customer in Canada for Punchtime and finishing the contact list which includes 20000 companies and the contact information of key players in these companies.
* Work in detail - booking air and train tickets for 10 client events. Each client event has more than 200 attendees. There is no errors happening during the work.
* Graphic design (Photoshop, In-design, AI)

**EDUCATION**

**Master of Business Administration, Concentration in Management and Change**,

**Sprott School of Business, Carleton University,** Ottawa, Ontario Sep 2016 - Feb 2018

Relevant course: Marketing strategy, Strategic analysis, Managing change

* Strategic analysis skill developed when successfully finishing strategic analysis for Neolore network, which included SWOT and RBV analysis, both internally and externally and providing solid information for the client.

**Bachelors of event management**

**University of Shanghai for Science and Technology, Sino-British College,** Shanghai  Sep 2012 -June.2016

* Relevant courses: Managing client event, managing live event, strategic management
* Communication skill developed when hunting sponsors for Campus event and successfully attracting 2 main sponsors and 10 small vendors with total 3000 Canadian dollars as sponsorship fee

**Work experience**

**Sales representative** Mar/2018 - now

**Mobilenet plus**

**Ottawa-based electronic device retailer. Its main business is to sell mobile plan, home internet service and unlock phone.**

* Excellent Sales skill – Working as sales representative for Mobilenet plus, selling Freedom wireless plan, Rogers phone and home internet. Always reaching the daily target.

**Marketing Intern** May/2017 – Aug. 2017

**Punchtime**

**Ottawa-based IT company. Its main business is to develop IT solution for construction company.**

*Scanning market for potential customers and finishing the contact list with includes 20000 companies.*

*Writing promotion article on social media platform, including INSGRAM, Facebook and Twitter.*

**Customer manager**

**Mci-group (Shanghai) Link:** [www.mci-group.com](http://www.mci-group.com) June/2015 – Oct/2016

*A global Meeting organizing Company. The business of China branch is mainly to help organize the meeting and events for Well-known brand like Mead & Johnson. HTTP://*[www.mci-group.com](http://www.mci-group.com)/

*Participate in meeting planning, operation and evaluation. Help meeting manager in arranging all the aspects of the meeting (booking air ticket and train ticket, arranging rooms, catering management, bargaining with hotel)*

* Problem-solving skills developed while there was a storm which causes a serious traffic jam and all the attendees (100 attendees) were unable to back hotel. Finally, I used all the software to help them back hotel. The dissatisfaction is minimized and finally I got praised by the client.
* Working in detail skills developed while ordering at least 3000 air tickets and 500 train tickets for 10 meetings with no mistakes.
* Time management skills developed while making the meeting operation plan for a three-days meeting with team-building activities and field trip and the client was satisfied with the time management.