

Jenny Li

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EDUCATION

Rensselaer Polytechnic Institute - Majoring in Business Management

2016-2017

Babson College - Majoring in Entrepreneurship

Expected Graduation: 2020

EXPERIENCE

Founder of Pink Story Online Store (www.pinkstory.storeenvy.com) // New: (www.tafe.storeenvy.com)

- Designed and setup website, products, prices, shipments, etc
- Processed and shipped over 400 domestic and international orders
- Provided customer service and settled customer complaints and disputes

Chief Executive Officer of MatchWear

- Lead and oversee the implementation of the Company's long and short term plans
- Ensure company organization and high standards of corporate responsibilities

Teacher's Assistant at Herald Education

- Assisted young children with their classwork and homework
- Supervised and managed student behavior in class

Teacher's Monitor in School

- Graded and corrected exams, quizzes, homework and labs
- Entered grades in online database and filed paperwork

Teacher's Assistant at P.S. 20

- Supervised and managed student behavior in class
- Assisted young children in daily lessons and activities
- Ensure children's safety

Front Desk at Mueller Center

- Supervising the rooms and main area of the Mueller Center
- Assisting customers with questions
- Collaboration with other departments/facilities

Marketing Intern at PippaandJulie

- Composing marketing emails
- Developing social media strategy
- Planning promotional events

VOLUNTEER

North Flushing Senior Center

(Winter 2014)

- Assisted the elderly in various tasks

Central Park Conservancy's Woodlands Youth Crew program

(Summer 2015)

- Invasive species removal in the North Woods of Central Park

Herald Education

(Summer 2013, Winter 2014)

SKILLS

- Fluent in Mandarin Chinese
- Leadership
- Teamwork
- MS Excel - advanced(macros, pivot tables)
- Python

HONORS & AWARDS

- National Honor Society Arista Member
- New York State Assembly Certificate of Merit for Community Clean-Up 2013

EXTRACURRICULAR ACTIVITIES

President of eSports Club (2015-2016)

- Collaborated with the eSports community by creating tournaments and events
- Brought together students that share common interests
- Facilitated weekly meetings and led discussions on the latest eSports news

Lead Tutor for ARISTA (2015-2016)

Director of Information Development of Francis Lewis News Broadcasting Channel (2015-2016)

Treasurer of American Red Cross Club (2014-2016)

Freshmen Representative of Society of Asian Scientists and Engineers (2016-2017)

Historian of Chinese American Student Association (2016-2017)

Public Relations Officer of Society of Asian Scientists and Engineers (2016-2017)