

# Jiabin Chen

Brooklyn, NY

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(415) 483-6861

Looking for valuable experience and expand my knowledge in my field of study.

Willing to relocate: Anywhere

Sponsorship required to work in the US

## Work Experience

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Dyker Excel After School Program - Brooklyn, NY

September 2018 to January 2019

- Taught and helped a class of 16 students with their assignments (5th, 6th and 7th grade)

### **Manager**

Global Net LLC - South San Francisco, CA

September 2016 to April 2017

- Led and communicated a team of 16 taxi and private drivers
- Maintained confidential paperwork in office
- Reported the income statements
- Wrote the paychecks for all employees
- Managed inventory in-flow and outflow
- Assisted leaders in decision making and planning how to expand the business

Designer

- Designed two websites for the company
- Designed Business cards and brochures

Collaborate project in Academy of Art University - San Francisco, CA

March 2015 to May 2015

- Helped designed a cave entrance area for a game
- Made a 3D model of the cave entrance with textures for a game

Nam Kei, Family Restaurant - Tegucigalpa, HN

March 2005 to January 2012

Honduras

- Completed customers transactions on register
- Prepared and cooked as a chef of the kitchen
- Assisted with management of the restaurant

## Education

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### **MBA**

Monroe College, King Graduate School  
August 2019

## **Master in Business Administration in Marketing**

Academy of Art University  
May 2016

### Skills

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AUTODESK MAYA (Less than 1 year), Excel (Less than 1 year), goal oriented (Less than 1 year), GOAL-ORIENTED (Less than 1 year), Maya (Less than 1 year)

### Links

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<http://jiabinchen20.wixsite.com/portfolio>

### Additional Information

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#### Skills Sets

- Proficient in Microsoft Word, PowerPoint, Excel, Maya, and Photoshop
- Strong planning, problem-solving, technical, and communication skills
- Quick learner, hardworking, and goal oriented
- Able to speak English, Spanish, and Chinese