

Junjia Xi

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OBJECTIVE: Seeking a position in Non-profit Organization or in a HR department where I can use my volunteer experience, knowledge of organizational behavior as well as management knowledge and communication skills.

EDUCATION

IIT, Stuart School of Business

Chicago, IL

Master of Public Administration GPA: 3.7/4.0

Expected June 2015

Relevant Coursework: Effective Management of Human Resources, Performance Analysis, Leading and Managing Knowledge-Intensive Organization, Introduction to Public Administration, etc.

Shanghai Normal University

Shanghai, CN

July.20th, 2013

Bachelor of Tourism Management

Tourism Management

Relevant Coursework: Customer Service, Human Resources, Statistics, Micro Economics, etc.

PROFESSIONAL EXPERIENCE

Hyatt

Shanghai, CN

October 2013

Part-time (Conference Assistant)

Arranged the conference rooms.

- Negotiated with different departments of corporation.

Intercontinental Corporation (Holiday Inn)

Shanghai, CN

November 2012-February 2013

Intern (Banquet Sales Coordinator)

- Made Event Order Forms of different meetings, conferences and wedding ceremonies.
- Coordinated the relevant departments who are responsible for the events (HR, PA, Kitchen, Financial Dept.)
- Negotiated with the clients about the price (single price, meeting package, etc.)
- Analyzed the statistics of the event order forms to compare profits with the past profits.

Walt Disney World International Intern

Orlando, FL

February--August 2012

F&B Seller

- Sold food and beverage to tourists in Disney, earned 1000-2000 USD profit every day.
- Guided the customers to various attractions in the park.
- Entertain in the Disney Magic Moments. (Customer Service).

Merchandiser

- Sold Disney products.
- Entertained the customers and made them feel welcomed while buying merchandise (Customer Service--- to make the customers feel warm-welcomed)

ACTIVITIES

Opening Ceremony Actress of 2010 EXPO

March-May 2010

Volunteer, 2010 Shanghai EXPO

July-August 2010

Give Kids the World (Disney)

August 2012

Volunteer, 2013 Chicago Marathon

October 2013

SKILLS

Computer: Microsoft Word, Excel, Access, PowerPoint, Photoshop, iBooks
Proficient on Flash, SPSS

Languages: Fluent in Chinese, proficient in French.