

CHUTIAN LI

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OBJECTIVE

To attain a position in a team-oriented organization in the field of **supply chain management**

EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

Bachelor of Science in Business Administration, 12/2013

Supply Chain Management, International Business 3.01/4.0

LEADERSHIP

Secretary: Enactus (Students In Free Enterprise -SIFE) University at Buffalo Chapter

V.P of Undergraduate: Supply Chain Management Club APICS Buffalo Chapter

EXPERIENCE

English Language Institute. University at Buffalo, Buffalo, NY

9/2012-present

Program Student Assistant

- Maintain records of students' performance, ensuring confidentiality.
- Collaborate with students and counselors to determine student needs, develop schedule assess student progress.
- Provide private instruction to individual or small groups of students to improve academic performance.

SpotOn, Buffalo, NY

11/2012-9/2013

Business Consultant

- Collaborate with web, multimedia staffs to create multimedia that conform to brand and company visual format.
- Communicate and collaborate with merchants, coordinate sales or other promotional strategies with merchandising.
- Contact prospective customers to determine customer needs, present information, or explain available services.
- Organize and plan promotional events at local merchants off campus, resolve customer complaints regarding service.

Attorney General Office, the Bureau of Consumer Fraud and Protection, Buffalo, NY

9/2011-1/2012

Business Fraud Intern

- Review files, document all investigative fraudulent activities, to prepare written reports of investigation findings.
- Maintain and update filing, inventory, mailing, and database systems, using a Microsoft Excel, Access, Outlook
- Communicate with consumers and company to answer questions, disseminate or explain information, take orders, and address complaints. Communicated as a mediator between companies and consumers.
- Coordinate investigative efforts with law enforcement officers and attorneys. Advise businesses or individuals on ways to improve fraud detection.

Network and Classroom Services, University at Buffalo. Buffalo, NY

4/2010-9/2012

Technician

- Set up equipment ,ensuring proper installation of cables, operating systems, or appropriate software.
- Confer with professors, conduct computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Install, adjust, and operate electronic equipment to record and transmit radio, motion pictures, video conferencing, or multimedia presentations.
- Switch sources of video input from one camera or studio to another, from film to live courses

SKILL

Language: Fluent in Mandarin and Cantonese

Computer: HTML 5, CSS, MS Word, Excel, PowerPoint, Access Data Base, Mac OS system, Prezzi, Photoshop, iMovie

VOLUNTEER

- UB International Student Orientation - Volunteer leader 08/2010-01/2013
- International Institute of Buffalo – Refugee settlement Project. 09/2012-09/2012
- Central Art Academy of Fine Arts Beijing, China – Art Project translator 05/2011-09/2011
- International Education Week Cultural Ambassador Buffalo 03/2010-03/2010
- 2010 Asia Olympic Game Volunteer, Guangzhou, China 09/2007-06/2010