

Xuan (Brian) Huang

525 Adams Ave.
West Hempstead, NY 11552
917-828-1603
huangxuan529@hotmail.com

PROFILE:

Highly motivated, self starter, entrepreneurial, and goal orientated. Master of Business Administration major with excellent presentation skills, strong academic track record, looking for a full time job

EDUCATION:

Adelphi University Garden City, NY

Master of Business Administration, Management, December 2013

Macau University of Science and Technology

Bachelor of Business Administration, Finance, 2010

EXPERIENCE:

'Eagle Strategies LLC', New York Life Melville, NY

April 2014 - Present

Intern

- Collected clients' information and performed data entry for new on-boarding clients
- Translated marketing materials from English to Chinese, both simple and traditional text
- Provided interpreting services for Mandarin and Cantonese speaking clients
- Examined and explained specific insurance based products to Chinese speaking clients

'Asian Moon' Chinese Restaurant, Garden City, NY

February 2013 – March 2014

General Manager Assistant & Purchaser

- Completed purchasing functions such as market research, price negotiation, and organized weekly reports on inventory purchases and sales
- Responsible for recruiting new employees and conducting periodical trainings for the team
- Designed promotion activities and developed new clients: Bartender Competition
- Functioned as Acting Manager position when manager traveled

'Shunhua' Law Office, Guangzhou, China

Summer 2009

Director assistant

- Intimately use Microsoft office tools for office demand, reply clients' email and phone calls, assist director's daily events, and do calendar schedule.
- Report to director about weekly employee working schedule, and take meeting notes weekly.

SKILLS:

Computer: Microsoft Word, Excel and PowerPoint

Language: Native Mandarin, Fluent English