

Ivy Wang

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Professional Experience

- Mandarin Quarterly Magazine – Business Editor/Business Development Assistant *January 2014-Present*
- Collaborate with digital and photography teams to write business related articles for web and printed magazine.
 - Establish distribution opportunity in NYC with leading Chinese Companies and organizations.
- Pioneer Asian Cultural Exchange LLC – Project Manager *February 2014 -Present*
- Develop market plan for different projects
 - Coordinate different parties
- Bedroom Furniture Discounts Company – Customer Success Manager *September 2013-December 2013*
- Create analyses of individual last mile delivery hub performance to distinguish between top and bottom performers leading to either increased outgoing volume or termination of contract respectively
 - Aid in implementing a customer service ticketing system and phone queue system for improved customer communication and incident resolution
 - Help with monthly financial analysis
- Pace University, Graduate Admission - Student Assistant *April 2012- December 2013*
- File student applications and maintain student information database to generate reports for management
 - Assist in planning/execution of admissions-related student receptions
- Industrial and Commercial Bank of China – Financial Intern *August 2010-September 2010*
- Verified accounting statements
 - Maintained bank's internal financial files

Activities & Leadership

- Pace Chinese Students and Scholars Association (CSSA) - President/ Secretary *April 2013- Present*
- Moderate weekly meetings
 - Design and coordinate events e.g. *Networking Workshop, International Students Orientation*
- Pace University Confucius Institute - Event Host *January 2012- Present*
- Emcee events e.g. *New Year Gala show(2012&2014), the 3rd CI anniversary Celebration, the 5th Chinese Bridge (East USA)*
- Chinese Chamber of Commerce New York Branch-Events Coordinator *February 2013-September 2013*
- Coordinate and monitor event timelines and ensure deadlines are met
 - Visit venues to plan layout of seating and decorations.
 - Develop and oversee fundraising events and secure sponsorships

Education

- Pace University, New York, NY *December 2013*
- Master of Science in Finance • Concentration: Financial Management
- GPA: 3.47/4.00
- Tianjin University of Finance and Economics, Tianjin, China *July 2011*
- Bachelor of Economics/Law • Concentrations: International Economics and Trade, Law
- GPA: 3.54/4.00

Skills

Computers

- Microsoft Office (Word, Excel, PowerPoint, Outlook),

Languages

- Fluent in Chinese (Mandarin), Working Ability in English

Additional

- Strong interpersonal skills along with strong communication Skills
- Ability to lead and be a part of groups, along with ability to follow orders when given
- Strong self-starter, along with ability to analyze situations and problems that occurs
- Excellent Verbal and Written Communication Skills