

Shuang (Dorothy) Xu

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EDUCATION

The Ohio State University, Fisher College of Business **GPA: 3.52/4.00** **Columbus, OH**
Master of Human Resource Management May 2014
Course Highlights: Data Analysis; Talent Management; Leadership Values; Staffing Organizations

Sichuan University, School of Economics **GPA: 3.42/4.00** **Chengdu, China**
Bachelor of Economics, International Economy and Trade July 2012
Course Highlights: International Trade Theories; International Economics; Corporate Finance

San Diego State University, L. Robert Payne School of Hospitality and Tourism Mgt **San Diego, CA**
Non-Degree Exchange Scholar December 2010
Course Highlights: Strategic Management; Business Communication; Marketing Principles

EXPERIENCE

Columbus Housing Partnership/Homeport **Columbus, OH**
Executive Support and Human Resource Intern May-August 2013

- Maintain internal staff files and audit panel interviews
- Research on housing statistics and correspond with potential business partners
- Collaborate with and report to Follow-up Advisor of Housing Advisory, Program Specialist of Community Life, Facilities Coordinator and Executive Assistant of Operations and Director of Human Resources

Columbus Literacy Council **Columbus, OH**
Business Operations and Student Services Intern May-August 2013

- Review and update procedural manuals tailored to students' needs
- Assist students in acclimating to a vibrant and relaxing learning environment
- Display teamwork skills and time management skills in completing language learning projects

The Ohio State University **Columbus, OH**
Global Ambassador, Office of International Affairs April-October 2013

- Design and arrange regular cultural events to effectively foster cross-cultural communication
- Cooperate and coordinate with faculty and staff to assist international students in transitioning to overseas school life

Sichuan University **Chengdu, China**
General Volunteer, Overseas Student Office February-March 2012

- Adapt communication skills to create a welcoming environment and assist international students during check-in process
- Showcase organizational skills and detail-oriented nature in compiling profile updates

Disneyland Resort **Los Angeles, CA**
Cast Member, Plaza Inn January-May 2011

- Complete training courses in professional development studies with a focus on general management
- Collaborate with diverse group of team members on a regular basis
- Communicate with both domestic and international customers, explaining information, taking orders and addressing complaints

ADDITIONAL SKILLS

- English (Fluent); Mandarin Chinese (Native); Japanese (Basic)
- Proficient in Microsoft Word; PowerPoint; Excel