

ZHOU ZHOU

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Summary

5 years of experiences with non-profit organizations including JA China and the United Nations. 2 years of experiences in designing and implementing marketing programs for Microsoft China.

Experience

Summer Intern Jun 2013 to Aug 2013

Junior Achievement - Gainesville, FL

- Collected financial data and made a summary of financial statement (Year 2003-Year 2013) including charts and assessments. Made several PPT and videos for JA Alachua Office for marketing use and volunteer recruitment. Helped organize documents and arranged meetings.

Marketing Assistance Year 2010-2012

Microsoft China- Beijing, China

- Researched, tracked and analysed marketing data and made reports. Assisted in planning and implementing marketing programs, such as Microsoft Campus Pioneer Programs and Pre-sale Information Session. Managed customer relationship by providing post-sale service. I worked in the United Nations as a volunteer and provided technique support.

Director of live events Year 2011 June

MIDI Rock Concert- Beijing, China

- Arranged meetings and designed the site activity plan. Took charge of information preparation and site organization. Built a platform online to serve the audiences. Directed bands interact with audiences through live interviews and activities. Collected the feedback from audiences through online and offline questionnaire. Made an assessment and a final report in the end.

Marketing Project

CMU Summit On US-China Innovation and Entrepreneurship 2013

Dong Hebin (Formula 1 Driver) China Tour 2012

Mercedes-Benz Motor Show 2011

International Junior Gate Ball Friendly Match 2010

Education

Master of Arts, International Political Economy 2014
University of Pittsburgh - Pittsburgh, PA, USA

Two-year Minor Program, Finance 2012 2012
Beijing language and culture University - Beijing, Beijing, China

Bachelor of Arts, Management 2012
Beijing Sport University - Beijing, China

Strength

- Strength in Microsoft Office
- Speak Chinese and English
- Financial statement analysis
- Effective time management
- Strong organizational skills
- Flexible team player
- Responsible employer