

Xing (Kira) Fu

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518-5127093

EDUCATION

University at Albany, State University of New York

Master of Business Administration, May 2015

Concentration: Information Technology Management

Cyber Security Certificate Program, University at Albany, August 2015

Henan University of Economics and Law

Bachelor of Arts, May 2013

Concentration: Financial Management

EXPERIENCE

New York State Department of Labor, Project Assistance Intern

Summer & Fall Semesters 2014

- Created and maintained PMO SharePoint site, improved PMO work efficiency
- Learnt water flow and agile project management method

Xuanyi Real Estate Agency, consulting Intern

May- September 2009

- Communicated with costumers and manager, and analyzed selling strategy of each stage.
- Sold 6 houses in my first month, which ranked NO.2 in all 12 consultants

ACTIVITIES

Field Project, July 2014- May 2015

- UTM healthcare secure message software, product launching and implementing

MBA G3 Program: "Going Green Globally", May 2014

- Consulting group for "Stewart's Shops", provided solutions for the company to increase their sustainability as well as profitability

Vice President of Net Impact, "Graduate Student Association", 2013-2014

- Coordinated events, plan, execute multiple events both on campus and with NPOs

President of "Chunlei" Drama club, 2012-2013

- Lead team to first place for top 10 "Best Student Association"

CERTIFICATES

Certificate of Accounting Professional, issued by Chinese Ministry of Finance

Certificate of Public Relations Professional, issued by the Chinese Higher Education Association and Committee of Public Relations Education

SKILLS

MS Word, Excel, Access, PowerPoint, SharePoint, Project, Photoshop, Visio

