

Aisen Zhao

3300 North East 192ND Street, Miami, FL 33180/ (305)-332-7147/ azhao001@fiu.edu

EDUCATION

Florida International University, Chaplin School of Hospitality Management, Bachelor of Science Degree, December 2012, Hospitality Management

Florida International University, Chaplin School of Hospitality Management, Master of Science Degree, April 2014, Hospitality Management

EXPERIENCE

10/2013-01/2014

Nicole Alexander, North Miami Beach, FL

1-On-1 Tutor

- Taught students how to speak Chinese
- Reviewed and graded homework assignments for students

08/2012-10/2012

Hampton Inn, Hallandale Beach, FL

Front Desk Clerk

- Made reservations for guests(100 reservations/day)
- Greeted and provided customer service
- Handled check-in and check—outs(120 guests /day)
- Collected feedback from guests

05/2011-06/2011

Sheraton, Tianjin, China

HR Assistant

- Worked in the payroll department and calculated employees' salaries
- Made appointments for employee trainings
- Made time attendance sheet for employees

ACTIVITIES

South Beach Wine and Food Festival- March 2014- Research Analyst

GMCVB-March 2013-Research Analyst

Tianjin Wine and Food Festival- September 2010- Activity Coordinator

Let's Talk Mandarin Club- November 2009- Lecturer

SKILLS:

COMPUTER LANGUAGE

Excellent communication skill , professional work attitude, and good at mathmatic
Microsoft Word, Excel, PowerPoint, SPSS, Photoshop
Fluent in Chinese and English