

Lydia Li

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Career Goal:

To offer analytical and organizational skills to enhance the company's effectiveness and seek opportunities for growth

Professional Profile

- Hard working professional who is a reliable and dedicated team player
- Skilled and thorough in analyzing problem situations and finding creative solutions
- Strong multi-tasking capabilities and detail oriented
- Outstanding communication skills and capable of taking the initiative if warranted
- Multilingual – Chinese and English

Education

Hofstra University, USA	2014
<i>Master of Science, Human Resources Management</i>	
Xi'an International Studies University, China	2013
<i>Bachelor of Science, Economics and International Business</i>	

Internship Experience

Nassau County Department of Social Services, NY	2014 – Present
Assisted staff with employment overview workshops Aided public assistance clients in fulfilling work related requirements Performed initial intakes of new clients seeking assistance Interviewed clients to assess their professional background	
Reliance Star Payment Services, NY	2014
Prepared HR related paperwork and assisted in the training of new employees Maintained database by entering new or updated merchant account information Provided pricing proposals for clients by analyzing merchant statements	
Shaanxi TV Station, China	2013
Collaborated in the presentation of the news being broadcasted Gathered news of public interests via the Internet and public Participated in postproduction phases such as subtitle adding and video editing Responsible for the choosing and posting of daily news on the stations official website	
Xi'an Investment Company, China	2012
Conducted screening of resumes submitted by prospective employees Contacted candidates to set up interviews Assisted in the organizing and scheduling of internal training for new employees	

Activities

Member of the Society of Human Resources Management	2004 – Present
Human Resource Management Association, Hofstra University	2014
Served as <i>Vice President</i> Facilitated coordination and communication amongst other associations Assisted in organizing activities for members	
SHRM LI – 23rd Annual Conference & Exhibitors Showcase	2014
Assisted in the preparation of the annual conference Guided participants and exhibitors appropriately	
International Horticultural Expo, China	2011
Provided translation services for overseas tourists	
SIFE China - Xi'an International Studies University Association	2011
Participated in "Protection of Nonmaterial Cultural Heritage in Xi'an, China"	
Student Union of Economics and Finance, Xi'an University	2009 – 2010
Served as <i>Vice Director</i> of Sports and Art Department Organized school activities for 600 members	