

Ms. DONGYI SHAN

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Professional Skills	<ul style="list-style-type: none">- Statistical analysis and database management- MS Word, Excel and Access- Communication and organizational skills	<ul style="list-style-type: none">- Project Management- Customer Service- Consultative sales
Education	University of California Riverside The A. Gary Anderson Graduate School of Management Master of Business Administration (June 2014)	Riverside, CA
	Nanjing Agricultural University Bachelor of Industrial Engineering (June 2012)	Jiangsu, China
Work Experience	CERNET Corporation Business Assistant (Summer, 2013) <ul style="list-style-type: none">• Used ERP System for contracts and to record invoices• Helped update and maintain database of customer information by using Excel• Answered phones to record orders• Dealt with customer requests	Beijing, China
	Apple store Sales Representative (2012) <ul style="list-style-type: none">• Introduced Apple solutions, technology and services to customers• Informed and offered customers the complete suite of sales support options• Built relationships and maintained connections with customers	Shaanxi, China
	Community Service Office of Government Office Assistant (Summer, 2011) <ul style="list-style-type: none">• Filled, maintained and organized paper documents• Provided client services• Provided visitors information	Shaanxi, China
Leadership Experience	Nanjing Agricultural University, Music Association Vice President (2009-2010) <ul style="list-style-type: none">• Planned and organized the association's activities and music performances• Performed in many music shows and festivals such as Spring and Mid-Autumn Festivals• Received honor recognition for outstanding leader	
Extracurricular Activities	MBA Student Association, The A. Gary Anderson Graduate School of Management Director of Internal Affairs (2012-2013) <ul style="list-style-type: none">• Wrote and organized monthly events for MBA students	
	National Center for Health and Nutrition Examination Survey (NHANES) Program (November, 2013) <ul style="list-style-type: none">• Translator for examiners and visitors to help with surveys	
	Visiting Scholar for Seminar in Seattle, Washington (June, 2013) <ul style="list-style-type: none">• Going Green and Free Market Environment seminar	
	Volunteer for AFVW, Senior Housing Development and Management Leadership Training (April, 2013) <ul style="list-style-type: none">• Translator for visiting and meeting	
	Environment Advocacy in Xuanwu Lake, Nanjing, China (2009-2010) <ul style="list-style-type: none">• Advocated environmental protection programs	
Interests	Travel, Arts, Read histories and biographies, Music, Outdoor Sports	