

JING WEN

1230 Pendleton St., 9E Cornell Arms Apartment
Columbia, South Carolina 29201 USA

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LANGUAGES Mandarin Chinese: Native English: Fluent

PROFESSIONAL EXPERIENCE

TIANJIN PENGZHUO EDUCATION INFORMATION CONSULTING CO., LTD Tianjin, CHINA
Educational Counselor June 2012 - December 2012

Selected to aid in the development of a start-up subsidiary of a Beijing-based company counseling students and adults for their further academic education.

- Completed detail-oriented work assigned by manager to maintain accurate files and collaborated with colleagues to manage multiple cases per month; work ethic recognized by managers.
- Communicated with foreign partners from the US and the UK to help customers design a feasible and satisfying educational plan; customized the experience for each individual.
- Identified problems, analyzed situations and offered proactive solutions.

HUANGSHI JINGZHI TRADING CO., LTD Huangshi, Hubei, CHINA
Assistant to General Manager Periodically, 2008 - Present

Worked in a retail stationery company with a concentration on office supplies and equipment for local companies and institutions. Assisted the general manager in the daily operation ranging from sales to inventory.

- Initiated a proprietary computer-based management system resulting in 50% improved operational efficiency.
- Envisioned and developed marketing plans to explore new markets by conducting on-the-spot investigations and market surveys, and exchanging experiences with market leaders.
- Organized company's customer relationship system, maintained old customers and acquired potential customers.
- Currently serve as ongoing consultant for the development of a new niche market from abroad.

MOORE SCHOOL OF BUSINESS Columbia, South Carolina USA
Academic Assistant, International Business Department June 2014 - August 2014

Assisted professor with research about seaport governance worldwide.

- Responsible for collecting and compiling quantitative and qualitative information about three main Chinese seaports.
- Presented periodical research results and emerging problems and concerns to the professor and colleagues, and got feedback from them to further improve research process.

INTERNATIONAL EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina Columbia, South Carolina USA
Master of International Business (MIB) December 2014

UNIVERSITY OF CALIFORNIA IRVINE EXTENSION Irvine, California USA
Marketing Certificate September 2013
International Business Operations & Management Certificate
Honor Student

TIANJIN NORMAL UNIVERSITY Tianjin, CHINA
Bachelor of Business Administration & Law July 2012
First-grade scholarship; Merit Student; Excellent Student Cadre

INTERESTS Participated in Summer Davos Economic Forum hosted in Tianjin, China, in 2012.