

Ning Xu

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SUMMARY

B.A. in Communications Studies with a diversified background. Specialized in social media and human relations. Highly developed communication and leadership skills; multi-tasking and self-motivated. Seeking a full-time position.

EDUCATION

UNIVERSITY OF MINNESOTA - TWIN CITIES

Minneapolis, MN

BA, Communications Studies, Minors: Leadership and TESOL

Sep 2009 - May 2014

Leadership: Championed Chinese Student & Scholar initiative and raised \$2000 sponsorship to support community events

Led International Buddy Program, evaluated applications and organized social events that help international students to adapt the new campus life

Honors: Dean's List Spring 2010

COLUMBIA UNIVERSITY

New York, NY

Exchange Program

Spring 2014

Coursework: National Affairs Reporting, Video Production, and Management Organization Behavior

HARVARD UNIVERSITY

Cambridge, MA

Summer Program

Summer 2013

Coursework: Management in the Art of Communication

SALES & OPERATION

ONWARD KASHIYAMA CO. LTD

New York, NY

Fashion Intern of ICB Wholesale Division

Sep 2014 - Present

- Researched the fashion trends by analyzing bestsellers from the top fashion e-commerce to predict sale growth
- Facilitated sales manager to organize and manage wholesale and retail events and activities
- Maintain visual merchandising standards throughout the showroom, closets, and back of house spaces

TOMMY HILFIGER FLAGSHIP

New York, NY

Sales Associate

Jun 2014 - Oct 2014

- Achieved average sales of \$2,000 USD per 5 hour shift, received award for top 5% of sales associate
- Proactively researched trends in the fashion market to further assist customers to make informed decisions; demonstrated technical selling skills and product knowledge; received 100% customer satisfaction feedbacks
- Developed and maintained relationships with prospective and existing clients that contribute additional store traffic

JP NATURAL

Hamilton, NZ

Assistant Manager

Nov - Dec 2012

- Effectively managed a twelve acre organic farm; coordinated workload and assigned tasks to a thirty member farm crews and improved staff utilization by 5%
- Inspected fruit quality and proactively filtered out low quality product and improved final yield by 6%

EPICOR SOFTWARE

St. Louis Park, MN

Business Development Intern

May 2011 - Mar 2012

- Directly interacted with senior executives across 100+ Fortune 500 companies; accordingly developed well organized marketing plan to generate leads for sales team
- Consistently among the top performers in new lead generation for Asia Pacific territories
- Managed and coordinated sales meeting with clients and participated in bi-weekly sales pitches

SKILLS & INTERESTS

- Computer Skills: Google Docs, Microsoft Word, PowerPoint, Excel, Adobe Photoshop, Adobe Premiere Pro CS6
- Public Relations: Actively involved in Public Relations Society of America; participated in PR conferences and workshops
- Language: Native in Mandarin, Fluent in English, Basic in French
- Interests: Traveled to 17 countries across the world during a 10 month span from June 2012 to May 2011