

# Yi-Tzu, Huang

Address : 75 Hobson Street,  
Apt 6B  
San Jose, CA 95110, US

Home phone number : 408-646-7569  
Cellular phone number : 408-646-7569  
E-mail atct106@gmail.com

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**OBJECTIVE:** Looking for full time or part time position on any business department.

**EDUCATION:** International Technological University San Jose, CA  
Master of Business Administration Jan. 2014 to Present  
National Chung Cheng University Chia-Yi City, Taiwan  
Master of Arts in Labor Relations Sep. 2009 to Jul. 2012  
Chinese Culture University Taipei, Taiwan  
Bachelor of Arts in Labor and Human Resource Sep. 2005 to Jun. 2009

**EXPERIENCE:** In Step Footwear Mountain View, CA 94041  
Sales Manager Assistant Intern Apr. 2014 to Aug. 2014

Responsibilities:

- Support sales and marketing managers by tracking.
- Investigating and reporting sales information, resolving problem.
- Maintain promotional database by inputting invoice and bill-back data.
- Resolves order and inventory problem by investigating data and history.
- Forwards samples by entering request, arranging shipment.

Taichung City Government Labor Affairs Bureau Taichung, Taiwan  
Labor Law Specialist Apr. 2012 to Mar. 2013

Responsibilities:

- Reviews and evaluates contractor documentation for adherence to established regulations and standards.
- Monitors and analyzes contractor payroll documentation; reviews wage and benefit payments based on staff determination of proper work classifications to Labor law.
- Conducts field audits and/or employee interviews at construction and service sites to ensure labor compliance.
- Writing and distributing press releases to media.

1111 Human Resources Agency Taipei, Taiwan  
Public Relation Department Sep. 2010 to Sep. 2011

Responsibilities:

- Planning, developing and implementing PR strategies.
- Prepare labor market surveys and collating and analyzing media coverage.
- Organizing events including press conferences and press tours.
- Sourcing and managing speaking and sponsorship opportunities.

**SKILL:**

- English, Chinese Mandarin, Chinese Taiwanese
- Energetic self-starter, work well independently or on a team
- Adept using Microsoft