

RAIN(KEXIN) FANG

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Objective

Detail-oriented individual with strong working skills and the ability to learn quickly, and a hardworking team player seeking a challenging role in a reputable firm to build a career that utilizes my skills in my area of competence and enriches my knowledge.

Experience

Income Tax Volunteer

March 2014 – April 2014

Scarborough Centre for Healthy Communities, CRA, Toronto, ON

- Assisted low income family filing annual tax return for year 2013
- Resolved tax-related concerns and questions

Communications Consultant Intern

May 2013 – August 2014

Customer Operations, Toronto Hydro, ON

- Managed and communicated Toronto Hydro capital projects to customers
- Planned, executed and managed projects such as MS Access Database transition, anti spam audit, process mapping
- Processed team invoices/expense claims/timesheets, responsible for team's monthly budget report
- Liaised with accounting department, third party vendor, and achieve efficiency gain in invoice processing

Marketing Specialist (Part-Time)

Jan 2012 – Present

Express Realty Inc. Toronto, ON

- Initiated, planned and executed a marketing strategy targeting at young adults from prestige universities across Ontario
- Marketed the agent and the brokerage through online social networks
- Set up and maintained social network accounts with more than 20000 visits

Product Associate Intern

May 2012 – Aug 2012

Oversea Business, Renren(NYSE:RENN), Beijing

- Worked with a team of 10 in designing a mobile SNS product in the Indian market
- Performed research of the mobile market in India and presented to the senior product manager
- Investigated and analyzed competitor mobile SNS products and recommended product features

Department Director

May 2012 – May 2013

Sponsor Division, University of Toronto Chinese Student & Scholar Association

- Lead a team of 10, acquired and maintain sponsor relationships, more than 10 sponsors were added during summer of 2012(Bank of China, Unionpay, UNO and more.)
- Accountable for signing YORKBBS, Canada's number one Chinese online community and National bank of Canada on a three year sponsorship
- Experienced in planning and coordinating sponsor events, workshops and seminars

Education

Bachelor of Commerce

Expected Graduation 2015

Rotman Commerce, University of Toronto

- Specialize in Accounting/Marketing

Professional Skills

- **Computer** – Proficient in Microsoft Office (Word, Excel, and PPT), Adobe Photoshop
- **Languages** – Fluent in both written and spoken Mandarin and Cantonese
- Great presentation skills, excellent public speaker
- Excellent organization, communication and time management skills
- Creative, innovative and willing to take on initiatives and responsibilities
- Hard working, dependable and a team player

* Reference Available Upon Request