

Tianhui Ma

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EDUCATION:

Northeastern University, Boston, MA

Sep. 2013~Dec. 2014

Master of Science in Project Management

Concentration: Organizational Communication

Courses: Project Scope Management, Project Scheduling & Cost Planning, Project Quality Management, Project Risk Management, IT Project Management, Portfolio Management, Crisis Communication

University of Massachusetts, Amherst, MA

Feb. 2014~Present

Arts Management Certification Program

Courses: Introduction to Arts Management, Strategic Planning, Board Development, Arts Marketing, Management for Nonprofit Arts

Northeastern University, Boston, MA

Jan. 2012~Jun. 2013

Bachelor of Science in Leadership

Courses: Negotiation Skills, Organizational Behavior, Marketing, Accounting, Foundation of Finance, Business Law, Intercultural Communication

University of Science and Technology Beijing, Beijing, China

Sep. 2008~Jul. 2011

Associate Bachelor of Science in Business Management

Courses: Marketing, Business Management, Concession Management, Financial Management, Accounting

Award: Student Leadership Award, Beijing, China (2009)

WORK EXPERIENCE

Sneaker to Beaker, Boston, MA

Sep. 2014~Dec. 2014

Project Management Team Member

Responsibility: Designing project plans and calculating project costs for S2B fundraising Event.

- Researching fundraising resources, materials and additional required information
- Passing on project requirements, procedures, deadlines and other important details to sponsors

Pydern Auction, Woburn, MA

Nov. 2013~Present

Volunteer: Auctioneer Assistant for Asian Arts

Responsibility: Organizing logistics for 2 auctions/month to ensure event success and consumer satisfaction.

- Arranging the auction meeting place and lot showcase
- Recording the final sale price of all lots in MS Excel
- Answering bidders' questions about auction items and processes

Chung Wah Academy of New England, Boston, MA

Mar. 2013~Jun. 2013

Volunteer: Teaching Assistant

Responsibility: Promoting children's learning and parental participation in school.

- Tutoring elementary-school students mathematics and English
- Supervising the students and maintaining the discipline
- Facilitating the communication between teachers and parents

Zhonghuan Technology Co., Ltd, Guangdong, China

Sep. 2010~May. 2011

Marketing Assistant

Responsibility: Assisting the marketing manager and the team in executing marketing activities.

- Providing support for marketing events and exhibitions as required
- Coordinating the production of various marketing communications
- Uploading marketing material to online libraries, internet groups and social media sites

SKILLS & HOBBIES

Language: Mandarin Chinese, Cantonese, English

Technical Skills: MS Project, Microsoft Office, AutoCAD, Photoshop

Hobbies: Dancing, Cooking, Reading, Handcrafting