

Jie Xiao

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Professional Profile

Extremely detailed-oriented professional eager to transfer high academic credentials to a creative position that would benefit from strong communication and interpersonal skills counterbalanced by analytical thinking and attention to detail and accuracy. Equally effective in a leadership or support role. Consistently demonstrate ability to manage overlapping responsibilities, time and resources in a demanding and ever-changing environment. Highly motivated, positive and energetic with a desire to increase gross margin results. Willing to work hard and welcome new challenges.

Skills

MBA, Quickbook, Customer Service, Outlook, Excel, Word, PowerPoint, Good listening and written skills, fluent in both English and Chinese

Work Experiences

SML Media Group, LLC – Internship (May 2012 – August 2012)

New York, NY 10003

Responsibilities

- Seeking out customers, assisted in the development and execution of the SML Shopkeeper activation campaign. Participated in SML Media management initiatives, contributed to SML Fashion Blog, SML website and product merchandising, created shopping window templates for customers, and customer service.

kiska Solutions, Inc. – Office Manager Assistant (August 2012-Jan 2013)

Flushing, NY 11354

Responsibilities

- Answered telephone, and greeted visitors to the office, managed office, maintained office supplies and equipment, accounting and database administrator.

Teapapa – Food Server (August 2013 till now)

Fremont, CA 94539

Responsibilities

- Welcome customers at the front door and bring them to table, give customers recommendations about meals, total checks, present them to customers, and accept payment for services.

Education & Academic Experience

Bachelor of Science in Family and Consumer Sciences (B.S.F.C.S), *University of Idaho*, Moscow, ID (Jan 2008 – May 2012)

Master of MBA program in *Northwestern Polytechnic University*, Fremont, CA (May 2013 till now)

Expected graduated: December 2014