

Hsiao-Ni Chu

31 Lawn st, Apt2, Roxbury Crossing, MA 02120

Mobile: +1857-234-0000

E-mail: ninichu12@gmail.com

EDUCATION

M.S., Project Management, GPA: 3.67
Northeastern University, Boston, MA

March 2015

Bachelor of Business Administration, GPA: 3.67
College of Management, Chang Gung University, Taiwan

JANUARY 2012

PROFESSIONAL EXPERIENCE

Exhibition: Dinosaurs Dream Park, Taiwan

JUN 2012-AUG 2012

Assistant

- Assisted with artwork installation and box office
- Maintained and managed database of attendance
- Introduced the artwork to visitors

Arts Committee of Chang Gung University, Taiwan

SEP 2011-JAN 2012

Assistant

- Assisted with planning 5 exhibitions
- Designed posters and sent invitations
- Contacted artists and assisted with artwork installation
- Planned and executed kick-off party and tracked member attendance

Formosa Plastics Group, Taiwan

JULY 2011 – SEP 2011

Financial management department Intern

- Participated in administrative duties, such as verifying purchase requests
- Participated in daily project discussion meetings
- Attended conferences as finance division observer

Exhibition: How to Own a Corner, Taiwan

FEB 2011 – APR 2011

Assistant

- Assisted with artwork installation and box office
- Introduced the exhibition to visitors

EXTRACURRICULAR ACTIVITIES

Student Organization

JAN 2010 – JAN 2011

General Administration Committee manager

- Managed and controlled the budget and financial plans for the organization
- Planned activities and presented a schedule for group members
- Controlled the schedule of activities

VOLUNTEER WORK

Chang Gung Medical Hospital

MAR 2009 – JUN 2010

Team Leader

- Assigned weekly work and ran weekly team meetings
- Participated in administrative duties
- Planned and executed monthly activities, such as recruitments and birthday parties

SKILLS

Computer: Microsoft Word, Microsoft Excel, Photoshop, and Microsoft Project

Language: Mandarin (Fluent)