

Nannan Xia

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EDUCATION

Master of Business Administration

May 2014

University of Houston-Clear Lake, Houston, TX

Bachelor of International Business and Trade

June 2012

China University of Geosciences, Baoding, China

EXPERIENCE

University of Houston-Clear Lake Academic Computing Lab, Houston, TX

8/2013 to Present

Computing Lab Assistant

- Assisted students and faculty in using computer facilities and performed reports and statistics on program usage.
- Prepared graphic, diagrams and presentations using the various software and applications in aid of the teaching staff.
- Assisted in following proper procedures, answered questions, and attempted to resolve repetitive problems.

Beijing Jianghong Investment Co., Ltd.

2/2012 to 7/2012

Administrative Assistant

- Provided superior administrative support to president, including correspondence, legal documents, financial management, event/logistics coordination, communication and problem resolution.
- Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives.
- Collaborated with departmental manager on weekly posting for master reports to facilitate the accurate and timely writing, editing and preparation of final copy from draft to distribution.

KangHui Travel Agency

7/2011 to 9/2011

Accounting Assistant (**Internship**)

- Processed invoices or bills from vendors and arranged for payments through cheques or bank transfers.
- Given a variety of special projects involving cost/benefit analysis, revenue forecasting, trail balance execution and preparation of efficiency reports.
- Maintained petty cash book and authorized payments done by cash by making entries under appropriate account head of the book.

Ourpalm Technology Inc.

7/2010 to 9/2010

Marketing coordinator (**Internship**)

- Developed innovative social media marketing campaigns to effectively target high-worth clientele.
- Excelled in customer relations, achieving impressive ability to resolve issues due to strong product knowledge.
- Interacted with senior company executives in creating and implementing cross and upsell opportunities.

Skills

- Computer: Microsoft Word, Excel, PowerPoint, Access, Outlook
- Language: Fluency in English and a native speaker in Chinese (Mandarin)