

MUHAN WANG

66 Rockwell Pl, Apt. 20C Brooklyn, NY 11217 * 347-406-2480 * muhan.wang9@gmail.com

EDUCATION

Teachers College, Columbia University

New York, NY

Master of Arts in Economics and Education, May 2014

GPA 3.7

Beijing Normal University

China

Bachelor of Arts in Economics, June 2012

PROFESSIONAL EXPERIENCE

Lita Trading Corporation, New York, NY

Intern

July.2014-Jan.2015

- Assisted with product development, including customer preferences reporting, data collection and analysis, and weekly research to increase the sales by 12%
- Collaborated with team to launch the new website; brainstormed to design integrative package to increase the publicity of the company by 8%.
- Helped Design Manager finish Excel based proposals to cover important clients' needs and to respond specific inquiries.
- Tailored packages to match clients' requirements and ran general customer service tasks to maintain business relationships.

Manhattan Goat Media Group, New York, NY

Intern

Sept. 2012-Sept. 2013

- Scheduled interviews and coordinated acting auditions of 20 people to support microfilm preparation
- Co-founded and co-held weekly events to expand networks and to promote business by 10%
- Conducted research and budget allocation analysis to save the month budget by 8%.
- Create letters and posters to exist members in mailing list to promote events and to seek cooperation with actors, directors, and producers.

Ausenco Pipeline System Inc, Beijing, China

Project Assistant

June-Sept. 2010

- Edited and translated instructions, contracts, and reports to ensure compliance with clients standards
- Coordinated contacts and graphic in MS Access based databases, and corrected a major mistake to save important loss for company
- Met with project manager every week to discuss the current client assignments for presentation purpose

LANGUAGE AND COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, SPSS, Knowledge in Stata, SQL
- Native in Mandarin, Knowledge in Cantonese