

# JingShu Liu

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EDUCATION     **Marquette University**, Milwaukee, WI     May 2015  
Bachelor of Science in Business Administration  
Majors: **Marketing, Real Estate**; Minor: **Advertising**  
GPA: 3.0/4.0

SKILL     Fluency in Chinese, English and Japanese, working knowledge of MS Office and Adobe Creative Suite.

RELATED     **SMC (Student Manager)**     September 2014 -- Present  
EXPERIENCE

**McCormick Dining Hall**, Milwaukee, WI

- Leader of student employees
- Set a work plan for student employees
- Help student employees communicate with Boss
- Helped with kitchen duties

**Marketing Staff**     August 2013 – December 2013

**Marquette Student Media**, Milwaukee, WI

- Branding 4 media (Newspaper, Journal, TV, Radio) in Marquette
- Do several kinds of promotion for 4 media
- Create and brainstorm promotion for Advertising customer

**Food services**     September 2012 – September 2013

**McCormick Dining Hall**, Milwaukee, WI

- Served food to students and faculty
- Maintained a clean dining area
- Helped with kitchen duties

**Property Developer Assistant**

**KUNLUN Real Estate .Ltd**, Shanghai, China

July 2010 – August 2011

- Identifying potential clients
- Calling and networking with potential clients
- Bring clients to see the property
- Check the contract

**Waiter**     July 2010 – September 2010

**Luna (Coffee Bar)**, Shanghai, China

- Cooked or prepared different kinds of coffee and cookies
- Developed a signature coffee
- Trained new associates to take orders

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**Lead Cashier**     April 2010 – June 2010

**Meng KUMA(Coffee Bar)**, Shanghai, China

- Took orders and served customers quickly during busy meal times
- Developed a weekly work schedule for 10 cashier staff members

ACTIVITIES	<b><i>NAIOP Student Member</i></b>	September 2013–2014
	– One of 50 students selected to be a NAIOP member from Marquette	
	<b><i>Journalism</i></b>	September 2008 – August 2011
	Probation Journalist in Moring News Newspaper	
	<b><i>Monitor</i></b>	August 2008 – August
	<i>Class</i> , Shanghai Experimental School of SISU	
	▪ Class Management	
	▪ Hosted class meetings and developed the class schedule	
	<b><i>Chinese &amp; Chemistry tutor</i></b>	August 2008 – August 2011
	Shanghai Experimental School of SISU, Shanghai, China	
2011	<b><i>Poetry</i></b>	
	First prize in Poetry Exhibition	April 2006
	First prize in Poetry Exhibition	December 2005
	<b><i>Photography</i></b>	December 2006
	Second Prize Award in the School Art Festival	
HONORS	<b><i>College of Business Administration Scholarship Recipient</i></b>	
	<b>Marquette University</b> , Milwaukee, WI	<b><i>August 2011—August 2015</i></b>