

Work Experience

Industrial Technology Research Institute
Taipei / Hsinchu, Taiwan

October, 2010 to August, 2012

Executive Assistant

- Academia: Coordinated projects in the Taiwan Ministry of Economic Affairs Bridge Building Project to facilitate cooperation between mainland China and Taiwan in several sectors including the electric car industry, solar power industry, advanced textile industry, and medical industry, and medical device industry.

National Chengchi University Office of Research and Development
Taipei, Taiwan

March, 2010 to August, 2010

Researcher

- Academia: Composed and published a research project regarding population shift and market change in Taiwan
- Administration: Coordinated a forum of Taiwan's top universities to establish university evaluation criteria in Taiwan.
- Journalism: Wrote and published articles on news within National Chengchi University for the website.

Chinese Chemical Society
Taipei, Taiwan

June, 2009 to December, 2009

Job Title: Researcher

- Academia: Established and developed the Nanotechnology Knowledge Platform for the Taiwan Environmental Protection Agency
- Administration: Executed all the assigned and related affairs of the project including scheduling meetings with the EPA
- Organized the Taiwan EPA's exhibit for the 2009 nanotechnology forum and 2009 nanotechnology exhibition
- Executed related affairs and administration of Chinese Chemical Society.

National Taiwan Sport University
Taiyuan, Taiwan

February, 2009 to May, 2009

Job Title: Administrator

- Organized and coordinated the publishing of NTSU Department of Sport Promotion's new magazine
- Designed the Department of Sport Promotion marketing campaign.
- Coordinated the Department of Sport Promotion's undergraduate and graduate courses
- Executed the general, academia-designed, academia-promotion meetings
- Product preparation including making the poster of promotion and other products preparation

Taiwan Business Weekly
Taipei, Taiwan

October, 2008 to February, 2009

Job Title: Assistant Editor

- Designed and revised article layouts by selecting and inserting pictures and graphics
- Edited the magazines and located the content according to the categories
- Executed special reports
- Assisted with interviews
- Produced a series of instructional posters to teach Taiwanese parents how to teach their children English

American Press
Lake Charles, USA
Job Title: Journalist

May, 2008 to July, 2008

- Revised the articles and made the titles
- Chose the pictures to fit the articles

Education, Certification and Licenses

McNeese State University

August 2006 to May 2008

Lake Charles, Louisiana

Master of Science in Instructional Technology

- Taught Chinese to elementary age children at Calvary Baptist Church

Fo Guang College

August 2004 to May 2005

Taipei, Taiwan

Certification to teach Chinese as a second language

TOEFL Exam & GRE

Huafan University

August 2000 to May 2004

Taipei, Taiwan

Bachelor of Arts

Major: Chinese Language and Literature

Minor: Foreign Language and Literature

Honors: Haufan University Literature Award

 Hake Culture Association Award

 Taipei City Government Educational Department Composition Competition Awards

Activities

-Taught Chinese as a second language in Lake Charles, Louisiana

-Play piano

-Sketch

-Dancing

Skills

Microsoft Office

Adobe Premiere Elements

Windows Movie Maker

Adobe Indesign CS2

TrackStar

Hot Potatoes

Adobe Photoshop

Adobe Authorware

Pagemaker

Macromedia Dreamweaver

TrackStar

Inspiration

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