

# RUYAN WANG

1598 Vista Dorada Place • Chino Hills, CA 91709 • (858) 6499521 • nicolewongry@gmail.com

## EDUCATION

---

|   |             |
|---|-------------|
| Alliant International University – San Diego, CA<br>Master of Business Administration – GPA: 3.69<br>Concentration: International marketing | 2012 - 2014 |
| Alliant International University – San Diego, CA<br>Bachelor of Integrated Marketing Communication – GPA: 3.79                              | 2011 - 2012 |
| Nanfeng College of Sun Yat-Sen University – Guangzhou, China<br>Bachelor of International Business and Trade                                | 2009 - 2013 |

## SKILLS

---

- Quickly learning skill and master new technology.
- Hard-working and positive attitude.
- Equally successful in both team and self-directed settings.
- Languages:
  - Mandarin - native
  - Cantonese - native
  - English - professional working proficiency
- Proficient in Microsoft Office Word, PowerPoint, Excel in Mac.

## EXPERIENCE

---

### Cooperator

World Council for Curriculum and Instruction (WCCI),  
San Diego, CA

August 2014

- Being a volunteer for the 16th World Conference on Education including conference registration, accounting management and bazaar organizing.

### Business Consultant

Ansir Innovation  
Center, San  
Diego, CA

April-May 2014

- Provided a proposal of improving Convoy Business District area - make it sustainable to improve Ansir's community contribution.
- Worked with our multicultural and multifunctional consulting team and made a successful consulting project.

### Event Organizer, Treasurer

Chinese Students  
Association, AIU

2011-2014

- Organized variety of parties and meetings in CSA. Help the president to create events and manage fund.

### Office administrator, Mandarin Instructor

All About Mandarin Association,  
San Diego, CA

Jan-Jun 2013

- Manage current employees files and lesson plans.
- Create and update information to make sure every instructor in right schedule.

### Student Assistant

International Student  
Services, AIU

Nov-Dec 2012

- Perform administrative office duties, such as: filing, scanning, copying, precedes excellent customer services to everyone.
- Assist with organizing International Student events. Also, assist students and answer general questions referred to office.

### Sales Representative

Hopson real estate,  
China

June-August 2012

- Leveraged strengths in persuasive communications and consultative sales to earn more customers buying new apartments. Communicating effectively with managers, employees and customers. Familiar with the geography knowledge.