

PAI GAO

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OBJECTIVE

To pursue an exciting career in Business Administration with particular interest in finance, international business, Customer service, product innovation, public relations and information system.

EDUCATIONAL BACKGROUND

University of Massachusetts Dartmouth (UMD) <i>Master of Business Administration (MBA)</i>	North Dartmouth, MA Expected May, 2015
North China University of Technology <i>Bachelor of Business Administration and Management</i>	Beijing, China 2012
Awards 4 th rank in Global Management Challenge (GMC) campus selection	March 2013

INTERNSHIP EXPERIENCE

Guangzhou Pacific Computer Information Consulting Co., Ltd. <i>Editor of fashion department</i> <ul style="list-style-type: none">In charged of the daily update of articles and images for the company	Beijing, China Feb.2012-Jun.2012
Shanghai Jinling Construction Co., Ltd <i>Assistant of information department</i> <ul style="list-style-type: none">Followed and understood the procurement process of this companyFinished the bachelor thesis of designing a procurement management information system for the company	Shanghai, China Jan.2012-Mar.2012
China – 7-11 retail store <i>Shop assistant</i> <ul style="list-style-type: none">Assisted the store manager for ordering.	Beijing, China Aug.2010-Mar.2011

WORK EXPERIENCE

Graduate Assistant at UMD <i>Graduate Assistant for the accounting & finance department</i> <ul style="list-style-type: none">Help professor prepare the teaching material.Help students to review the homework and exams.	North Dartmouth, MA September 2014 – Present
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VOLUNTEER EXPERIENCE

- Join the MBA Association in UMASSD as a volunteer.
- Join the Chinese Students & Scholars Association of publicity department.
- Direct and edit short videos to record the event of CSSA
- Participated in the 60th anniversary of the founding of the People's Republic of China National Day parade.
- Photographer for several events of School of Economics and Management in North China University of Technology.

SKILLS

- Computer:** Proficient with Microsoft Office (Word, Excel, Power Point and Outlook), iWork, Photoshop and Final Cut Pro.
- Language:** Fluent in Chinese and English.
- Others:** Great communication skills, enthusiastic and passionate about learning and improving.