

Helen Jiang

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Education Background

Stevens Institute of Technology Hoboken, NJ, 08.2012-05.2014
Master of Management
GPA: 3.75

Xianda College of Economics & Humanities Shanghai, 09.2008-07.2012
Shanghai International Studies University (SISU)
Bachelor's Degree of international Economics and Trade (English)

Professional Experience

Manager Assistant San Diego, CA 06.2013-08.2013
Rush Press (An RR Donnelley Company)

- Processed orders in strict compliance with client specifications, and worked with the application of ISO 9001:2008 system.
- Developed pie charts, Pareto charts, and spreadsheets for Spoilage and CAR's Trend reports by Excel, resulting in more benefit to employees and to the organization's overall quality improvement process.
- Assisted quality manager with internal audits through preparing audit questions, checklists, writing closing reports, advancing his schedule by two months.

Manager Assistant Shanghai 05.2012-07.2012
DVP China Event marketing

- Assisted project manager with preparation of data collection towards FIAT 2012 Auto Show, and translated plan book into Chinese version for clients' review.
- Proposed checklists for show events.
- Operated FIAT booth at 2012 Beijing Auto Show including warehouse management, site performance, and dance team coordinating.

Marketing Intern Shanghai, 07.2011-09.2011
Dairy Queen China

- Implemented project of rebuilding DQ China website, tracked and communicated with web design company.
- Updated financial spreadsheet.
- Contributed in promotional campaign and slogan design, and one of the slogans was implemented into the promotional campaign. The campaign increased sales revenue by 10% compared to the previous year.
- Conducted market research towards competitors' recent promotional strategy.

International logistics and procurement department Assistant Shanghai 01.2010-02.2010
Shanghai Automobile Import & Export Co.,Ltd

- Recorded weekly meeting minutes.
- Filed and translated contracts.
- Processed custom declarations of export and remittance.

Campus Activities

Team Leader in Marketing Course

- Led and operated SABRE Market Simulation program in designing customized products, seeking opportunities, developing and implementing marketing strategies. Won first place out of five groups in both market share and profit.
- Increased the net contribution of the company by 154% over four simulated years.

Skills and Personality

- Microsoft Word, Excel, Power Point, Outlook; Google applications: docs, Gmail, Maps; Adobe Photoshop; CMS(WordPress, Weebly); Proficiency with Mac OSX.
- Open-minded, fast learner, good team player, high efficiency in work, and strong sense of urgency.