
OBJECTIVE

An employment opportunity in a facilities/event/personnel management related field.

EDUCATION

State University of New York at Stony Brook -- Master of Art in Theater Art
Main Courses: Art Management, Playwright, Production Management -- GPA 3.8
Stony Brook, NY
Feb. 2013 -- Aug. 2014

Carnegie Mellon University -- Theater Production Management
Main Courses: Theater Management, Stage Management, Theater Design -- GPA 3.9
Pittsburgh, PA
Jul. 2012 -- Feb. 2013

Peking University -- Bachelor of Art in International Languages and Politics
Main Courses: Diplomatic Politics, International Trading Policies -- GPA 3.5
Beijing, China
Jul. 2008 -- Jul. 2012

RELEVANT EXPERIENCES

Stony Brook University Undergraduate Colleges
Facilities Manager
Stony Brook, NY
May 2013 -- Jun. 2014
- Maintain high standards of maintenance, safety and security primarily in all Undergraduate college buildings, including HVAC, safety/security/fire evacuation systems, custodial services, electronic access & key control systems and facility use.
- Ensure that all phases of event production are implemented in accordance with University and departmental policies and procedures
- Recruit and run a team of 30 and hold staff meeting every week.

Stony Brook University Student Activities Center
Special Event Coordinator
Stony Brook, NY
May 2013 -- Sep. 2013
- Manage all special departments in student activities: light towers, custodial, sound systems, access control, costumer services.
- Maintain and monitor all student personnel systems.
- Maintain open channels of communication with all building occupants, organizations, and facility users.
- Insure that problems once reported are followed through to completion.

China Central Television Channel Russian
Assistant Production Manager
Beijing, China
Sep. 2011 -- Jul. 2012
- Communicate with different departments and produced production schedule before the shooting everyday.
- Organize shooting records and staff meeting notes from all departments and wrote daily report every night.

OTHER EXPERIENCES

Carnegie Mellon University School of Drama
Teaching Assistant – Theatrical Production Management
Pittsburgh, PA
Aug. 2012 – Dec. 2012

Peking University School of Foreign Languages and Politics
Teaching Assistant – Europe Society and Culture
Beijing, China
Aug. 2011 – Dec. 2011

Aying Theatrical Studio
Theater Manager
Beijing, China
Sep. 2010 – Jul. 2012
- Recruit teams of 240 in total for 4 casts.
- Make and run the annual budget for the studio.
- Assign and schedule Operations staff to provide support and assistance in facilities management and play production.

SKILLS

- Native speaker in Mandarin, Fluent in Russian and Ukrainian	- Office Software: MS Word, Excel, Powerpoint, Access
- Music Edit Software: ProTraxx, Audition, MidiPro	- Graphic Design: Adobe Photoshop, Illustrator, Indesign
- Interview and Survey Design	- Public Presentation and lecture
- Grant Writing	- Professional in voice training and theater performances
- Rapid Learning	- Professional in painting