Yi Shi

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Tiffin, Ohio 44883 (614) 477-1086 Dec. 15, 2012

**EDUCATION**

***Tiffin University August 2010– Present***

**Masters of Business Administration, General Management, GPA 3.53**

***Zhuhai College of Jilin University September2006- June 2010***

**Bachelor of Marketing, Degree: BA , GPA 3.0**

**Minor of Business English, GPA 3.0**

**WORK EXPERIENCE**

***Assistant to Marketing Director (April, 2010) Emperor Entertainment Group ( EEG Hong Kong )***

* *Developed particular relationship with targeted customer, established smooth relationship with customers, maintained customer channel*
* *Conducted field researches concerning various problems of the company, worked out analysis report for the director*
* *Participated in drafting important documents of the company, made publicity, acted as the image representative*

***Internship of Financial News Editor (May, 2011) Xinhua News Agency***

* *Picked and edited drafts from the draft library, sorted out instant and finance-related drafts for the preparation of editing and publishing*
* *Communicated with journalists of Xinhua News Agency and announced the daily focusing points of finance to them*
* *Edited and published daily Xinhua finance news and briefs*

***Internship as Administrative Assistant (July, 2012) Guohua Life Insurance Corp.***

* *Helped with institutions and policies notification and implement of the compliance department*
* *Helped the examination and revision of the administrative system, logistics, and data sheets of the company*
* *Collected, sorted out and analyzed significant internal and external information about the company*

***Front Desk Librarian (August 2012 – present) Pfeiffer Library (Tiffin University)***

* *Check-out, check-in, and renew library materials, notify fines and fees to library users. Perform library opening and closing procedures*
* *Answer informational and directional questions of library customers in person and by phone. Routes customers to other staff as needed.*
* *Sort and prepare items for shelving or filing, including interlibrary deliveries and emptying book drops. Resolve issues from Circulation Desk*

**Extracurricular Experiences**

***Member of Practice Department, Student Union of Department of Business Administration (DBA) (October 2006 – June 2007)***

Responsibilities & Achievements:

* *Organized visits to Zhuhai Welfare Home and Zhuhai Special Education School in 2006 and 2007 respectively*
* *Greatly rewarded by caring and helping others. Built up great connection with Zhuhai Welfare Home until today*

***Member of Campus Redecoration Group, Youth Volunteer Association, DBA (November 2006 – May 2009)***

Responsibilities & Achievements:

* *Made publicity off the Building A Green Campus Campaign, promoted environmental protection on campus*
* *Acquired skills in public communication and promotion of novel ideas*

***Secretary of “Made-in-China” Association (January 2007 – June 2008)***

Responsibilities & Achievements:

* *Established a design group, led members to design innovative T-shirts, costumes, cups, and other items*
* *Cultivated sense of art, built up innovative spirit, improved social and networking skills*

***Director of Girls’ Club, Student Union of DBA (September 2007 – June 2008)***

Responsibilities & Achievements:

* *Led girls in various activities, including the initiation recruitment, training of a cheering team, and making and implementing activity plans*
* *Cultivated good mentality, developed communication and organization skills*

***Vice President, Student Union of DBA (June 2008 – May 2009)***

Responsibilities & Achievements:

* *Surveyed and collected students’ opinions on campus life and reported to relevant offices*
* *Organized several big campus activities on campus such as an English Opera Competition, a Sports Meeting, an Art Festival and a Talent Show*

**Honors & Rewards**

* *Qualification Certificate of Assistant Marketing Manager* ***10/2009***
* *Second Award in National Marketing Contest for College Students by the Chinese Marketing Association* ***08/2009***
* *Excellent Student Cadre of**Zhuhai College of Jilin University* ***2007 & 2008***
* *Scholarship for Social Practice, DBA* ***2008***
* *Rank II National Computer Examination* ***04/2008***
* *Excellence Award of the Image Representative Competition of ZCJU* ***12/2006***
* *Second Award and Best Image Award of the “Star of DBA” Contest* ***11/2006***