

FIRST NAME LAST NAME

(555) 555-5555 | name@email.com | City, ST

EXPERIENCE

Executive Assistant to President,

New York

Company (Apr. 2016 – Present)

- Quickly promoted to [Executive Assistant](#) after starting as a temporary employee.
- Manage calendars, travel, client [communications](#) and meetings, expense reporting.
- Assist in contracting and scheduling world-renowned pianist, Lang Lang.

Deputy Director of Communications,

New York

Company (Oct. 2012 – Sep. 2015)

- Promoted to new role after working in the Marketing Department.

- Developed social media and e-mail marketing campaign for *The Teen's Talent Show* resulting in a 48% growth in participation and was recognized by the NY State Governor's Office for its contribution to the community's youth.
- Initiated and managed communication multi-platform campaigns for television shows and special events via social media, TV, e-mail newsletters, and print.
- Managed Time Warner account, negotiated very large campaign and collaborated with IT department overseas to upgrade technical infrastructure to accommodate Time Warner's needs.
- Recreated company-wide brochure by working with all departments in company, as well as ad agency, graphic design, photography, etc. that is now used for gaining advertising support.
- Conducted market research and audience analysis to support media buying and programming.
- Sold out *Song Zuying's 2013 US Concert Tour in Radio City Music Hall* through media campaign on *NY Times*, *The New Yorker*, and *NY1*.
- Managed pre-production of *The Teen's Talent Show* including budget oversight, implemented creative cost savings, website launches, contestant outreach, casting, scripting, scheduling filming, and webisode creation.

International Acquisition

Director,

New York

Company (Oct. 2011 – Sep. 2012)

- Grew Chinese independent film clients by finding, researching, and pitching to directors and producers to join firm for distribution in the US market.
- Assisted in contracting with internationally awarded film *La Rizièrè*.
- Coordinated clients' film screenings for the Gotham Screen International Film Festival.

INTERNSHIP & FREELANCE EXPERIENCE

Freelance Medical Translator & Interpreter

OptOnc Inc. (Aug. 2014 – Present)

Production Assistant Internship

ABC – The Revolution (Jan. 2012 – May 2012)

Public Relations Internship

The 68th Venice International Film Festival (Sep. 2011)

EDUCATION

Syracuse University

M.A. – TV-Radio-Film (2011)

Communication University of China

B.A. – Film & TV Translation & Production (2010)

RELEVANT SKILLS

Computer

: Microsoft Office, Adobe Premiere Editing, InDesign and Photoshop

Languages

: English, Mandarin Chinese and Korean – Eligible to work without sponsorship.