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SOPHIE

RESUME

ABOUT ME



EDUCATION

MA, Arts Management, University of Oregon,
Eugene, OR, June 2016

Academic Capstone:
Social Media Study of Art Education for
China Arts Foundation International

BA, Broadcasting and Hosting, Tianjin Normal University,
Tianjin, China, June 2014

Scholarships: awarded based on GPA, 2011-2014

SKILLS

Journalism



Journalist

Taiyuan Television Station, Taiyuan City,
Shanxi Province, China, July 2011- August 2011

Editor

Radio and Television Shanghai New Integrated Channel
Shanghai City, China, July 2012- August 2012

Social Marketing & File Editing



WORK EXPERIENCE

Marketing & Communication

Marketing Assistant & Public Relation Specialist

China Arts Foundation International, New York, June 2015- September 2015

Education program researching and writing (Bilingual)

Sponsorship development

- Reached out to 50 companies and organizations

- Document translation (brochure/ slides)

Planned Summer Ballet Soiree in Tiffany & Co.

- Assisted to manage media coverage

- Interviewing and video shooting

Nonprofit organization management research

Marketing and Communication Assistant

Willamette Jazz Society, Eugene, Oregon, April 2015 – June 2015

Marketing survey collection and marketing report making

Promotional material designing and distributing

Poster design and improvement

Weekly music listings collection and reported to Eugene Weekly and Register Guard.

Management

Director

The Student Art Trope, Tianjin Normal University, 2013-2014

Organized daily work for Comprehensive Administration Department, Plan Department
and Dance Troupe

Coordinated with other association leaders to select and schedule program for
university orientations and other activities

Participated in stage designing for celebration events:

- orientation ceremony and New Years party

Recruited group members every year and selected new leadership

Office Administrator and Fundraiser

The Student Art Trope, Tianjin Normal University, 2011-2013

Operated daily work budget

Schedule group members working timeline

Evaluated members performance at the end of the term

Secured sponsor to fundraising support program for orientation ceremony

Conducted donation activity for developing area children on May 2013

President

“Jin Wei Lun” Drama Club, Tianjin Normal University, 2011-2012

Organized daily work for “Jin Wei Lun” Drama Club

Scheduled rehearsal for “Jin Wei Lun” Drama Performances

Prepared sets and costumes for cast

Collected money from local sponsor, and managed budgetary resources