

Birthday：24 Nov 1994

Nationality：American

Education: Bachelor

Major: Business

Affiliation: Party

Phone: 15900000000

E-mail:XXXXXXXX@qq.com

Personal Info

Travel

Reading

Bicycle

Pingpong

Hobbies

About Me

Technical Skills

Job Experience

Education

UX/UI Designer

**SHELLEY**

Photoshop

Adobe After

Illustrator

CorelDRAW

Outstanding written and verbal communication skills in English and Mandarin.Abundant administrative and Secretary experience in a fast-paced, high-tech environment.Proficient in Office applications, such as MS word, Excel, Powerpoint, Outlook.

**KUKA Robotics China Co. Ltd / Order Processing Officer/** 2010-2012

* Be responsible for the overall processing, following-up and coordinating of Sales Order.
* Act as liaison between Sales and Production
* Finance on various order management issues

**Keepromo Shanghai Co. Ltd/ Customer Service/** 2012-2014

* Foreign trade English customer service
* Communicate with foreign customers of the product/order/inquiry via email and telephone
* Collect the feedback of customers about the products and the market

**Yale University / Graphic Design /** 2009-2013

* School-based professional for a scholarship (2012-2013)

**Harvard University / Web Design** **/** 2013-2016

* GPA: 3.7, rank: 5/40
* Thesis: Loop heat pipe reactor coolant system break accident analysis