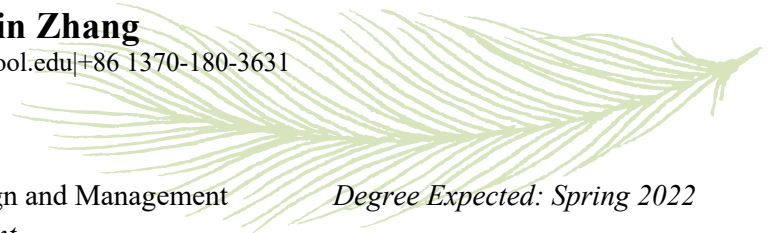


# Kexin Zhang

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## EDUCATION

### **Parsons School of Design, The New School**

Bachelor of Business Administration: Strategic Design and Management

*Degree Expected: Spring 2022*

*GPA: 3.5; Parsons Dean's BBA Scholarship Recipient*

## WORK EXPERIENCE

### **Huawen Picture** — Beijing, China

May 2021 - Present

*Director and Producer's Assistant*

- Enthusiastically assisted the director and producer in a variety of tasks while consistently meeting their needs in a quick and efficient manner.
- Proved excellent organization skills by successfully scheduling meetings, handling correspondence, answering phone calls, and managing the director and producer's calendars.
- Consistently and reliably performed many diverse tasks from finding props to rounding up actors – depending on what was needed.

### **Landon HR Consulting** — Shanghai, China

February 2021 – April 2021

*HR Assistant*

- Proactively assisted in recruiting and vetting candidates by reviewing resumes and conducting interviews.
- Diligently coordinated logistics for new hire orientations.
- Efficiently compiled, organized, and maintained employee records in paper and electronic forms.
- Proficiently wrote and submitted various HR reports in a timely manner.
- Ambitiously supported HR-related training programs including participation in the planning and implementation of workshops and seminars.

### **Shanghai Jiada Siyuan Industrial co., Ltd** — Shanghai, China

August 2020 – December 2020

*Event Management Assistant*

- Spearhead the company's strategic marketing and communication efforts.
- Successfully plan and execute every aspect of the company's personal and corporate events – including design, venue layout, printing, and stage design.
- Carefully study the company's brand in order to devise a concept for the event, then efficiently coordinate the technical aspects while collaborating with team members.

### **Luminosity Group, Inc** — New York, NY

October 2019 - December 2019

*Marketing Leadership Coordinator*

- Professionally and cordially handled the brand representation for several Fortune 500 clients.
- Meticulously coordinated the communication between the leadership team, management and client representatives.
- Strategically analyzed the market to increase customer base for clients.
- Diligently directed marketing and sales for various clients.

## SKILLS & INTERESTS

**Language:** Trilingual in Chinese (Native), English (Proficient), and Spanish (Intermediate)

**Computer:** Microsoft Office Programs – PowerPoints, Words, Excel. Adobe CS Software: Illustrator, Photoshop, Premiere Pro, Indesign.

**Interests:** Theatre, Film, Script Writing, Chess, Jazz Dance, Photography, Songwriting