

# Damian Huang

Damiian.huang@gmail.com | (555) 555-5555 | www.linkedin.com/in/DamianHuang98

Current Address: 9864 Meteora Road, Riverside, CA, 92864

## EDUCATION

---

### University of California, Riverside – Riverside, CA

- Business Information Systems
- Expected Graduation Date: June 2020
- GPA: 3.12

## EXPERIENCE

---

### Project Manager & General Communications intern - Juve Sports & Entertainment Limited (remote)

June 2018 – Present

- Chaired and established the Los Angeles branch of the organization and approved of an appropriate location through the use of Asli's geolocation services
- Evaluated key informational aspects of 3 major sports organizations including the Student Athlete Union to create a more coherent understanding of their organization's strengths and shortcomings
- Authored 14 emails regarding the potential inauguration of Juve as a member of SAU and the transference of coaches between the many sports organizations under SAU and the sports schools under Juve

### Coach - China's National Judo Competition Team

June 2016 – August 2016

- Organized 110 training sessions that focused on the improvement of various techniques and skillsets and engineered an appropriate schedule to amplify the productivity of the instructional periods
- Orchestrated a trip to Korea to compete in Seoul involving 300 students and created a detailed 7 step itinerary that included the competition schedule as well as sight-seeing opportunities
- Translated 9 important legal and travel documents from English to Chinese to streamline travel plans

## LEADERSHIP

---

### Vice President of Administrations - Omega Gamma Chi, Alpha Psi Chapter

June 2018- Present

- Acquired the resumes of 70 members and made perspective changes to foster a more articulate and consistent format
- Spearheaded 7 PowerPoints that relayed information on specific investment categories and helps the members of the chapter set up a variety of profiles on various investment applications
- Oversaw 3 chapter meetings when the President of the organization was not present by giving 3 professional workshop presentations

### Marketing Chair – Omega Gamma Chi, Alpha Psi Chapter

June 2016 – November 2016

- Designed 3 rush flyers and 4 t-shirt designs to promote the Alpha Psi chapter and bring in more potential members
- Assisted in the recruitment of potential members for Fall Quarter through flyering 50 times at high traffic areas on university campus
- Helped plan and set up the rush events throughout Week 1 and answered questions about membership

## Skills

---

- Fluent in Chinese, Intermediate in Spanish
- Emphasis on client relations and communication
- Data Analysis, identifying useful information to increase efficiency
- Microsoft Word, Excel, Powerpoint
- Project Management, Communications, Marketing and Research background
- Advanced in Strategic Planning and Business, Communications to fortify partnership/ deals