

Damian Huang

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EXPERIENCE

Omega Gamma Chi Fraternity – Director – *Riverside, CA* December 2018–Present

- Direct largest professional fraternity on campus. Oversee business training and development.
- Create quarterly timelines for OGC. Authorize meetings and events. Prioritize tasks according to impact on the fraternity.
- Develop qualification requirements and timelines for new recruits. Develop professional training curriculum for new recruits with achievement goals, checkpoints, and milestones.
- Mentor new recruits. Keep personal and identifying information confidential for individual and organizational privacy.
- Book resources and assets.
- Audit budgets created by Finance VP, ensuring confidentiality of financial data. Oversee fundraising drives.
- Create agendas for weekly recruit training. Moderate discussion. Streamlined training process by 56%, reducing a 4.5-hour training block to 2.5 hours without sacrificing performance.

Juve – Project Manager/General Communications Intern – *Beijing, China* June 2018–Present

- Keep executive schedule updated. Coordinate meetings between principals of schools and Juve General Manager.
- Negotiate B2B partnerships and deals to incorporate 15+ organizations into an international athletic association with shared personnel and resources.
- Build rapport with prospective clients. Enabled direct communication between Juve and organization chairs.
- Coordinate facility tours, talks, and presentations to foster international relationships between US and Chinese athletic organizations.
- Handle confidential information to process visas and registration details for prospective clients.

EDUCATION

University of California, Riverside – *Riverside, CA*
Bachelor of Arts in Business Information Systems

Expected June 2020

SKILLS

Chinese (fluent), Spanish (intermediate)
Data processing and statistical analysis
Research and reporting
Microsoft Office: Word, Excel, PowerPoint