



**SHUTING
MA**
UX DESIGNER

Professional Experience

Human Resource Assistant Internship

American Universities in Asia, China

Provides support to HR manager in recruiting, interviewing new employees, filling personnel records; records job performance on job evaluation; helps employees to understand the job specification and organizational discipline; reports to the HR Manager

Sales Associate Internship

China Citic Bank (Chengdu branch), China

Works at the Personal Financial Planning department to introduce the financial product to different customers; Instructs customers about the format and information needed on filling personal financial related paper works.

Office Assistant Internship

Sinopec Group, Chengdu, China

Works under Financial Planning Department; follows the schedule of Financial Planning Director to inform other coworkers on the time, topic of every regular meeting; Collects papers need to be signed by the director, and return the signed paper to each relevant department.

Education

Academy of Art University

School of Web Design & New Media, San Francisco, CA

Master of Arts (MA) Degree

Saint Louis University

John Cook School of Business, St. Louis, MO

Bachelor of Science in Business Administration (BSBA)

Concentration: Marketing Minor: Leadership and Change Management

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