

XINYI "AMY" HE

Personal Profile

Hi! I'm a highly motivated 23-year-old committed to mastering any task in front of me. I work well in teams or solo and consider myself an organized and punctual individual. I am seeking a challenging and varied position allowing me to capitalize on management and leadership skills with opportunities for personal and professional growth.

Personal Information

Number: 347-343-1712
Email: xinyi.amyhe@gmail.com
Website: www.amyxinyihe.com
U.S. Permanent Resident

Skills and Abilities

- Strong communication and interpersonal skills
- bilingual in Mandarin Chinese and English
- Fast learner
- Team Player
- Social media platforms
- Microsoft Office
- Adobe Photoshop
- Adobe Premiere Pro
- Adobe Lightroom
- Adobe Audition
- Adobe InDesign
- Google Suites
- Rundown Creator Scripting Software

Licenses and Awards

- Best Broadcast Journalism Package, Triad News 360 - 2019
- Licensed Real Estate Sales Associate, Florida - 2020.

Academic Profile

- High Point University
 - B.A. Communication - Journalism
 - Selected Courses:
 - HR & Interpersonal Dynamics
 - Human Communication
 - Mediated Communication System
 - Video Production
 - Video Journalism
 - Convergent Journalism I&II
 - Multimedia Storytelling
 - Feature Writing
 - Persuasive Storytelling
 - Social Media & Analytics
- Florida Atlantic University
 - Non-degree Seeking Student
 - Selected Courses:
 - Principles of Financial Accounting
 - Principles of Manag
 - Microeconomics
 - Macroeconomics

Work Experience

Accountant Assistant

Yongmei Cai & Associates CPA, PA

- Assist Accountants and other financial professionals with creating and editing financial documents.
- Organize the bookkeeping processes of the company.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Review and file payroll documents
- Organize and prepare all federal, state, and local income tax documents
- Keep company financial information confidential

Realtor

Century 21 WC Realty · 2020-current

- Rent, buy, and sell properties for client
- Discuss conditions of sale
- Draw up real estate contracts

Sales Associate

John-Richards · 2018

- Maximize sales growth through creating an engaging customer experience, paying detailed attention to their specific needs while providing design style catered to the individual
- Managed and completed purchase orders while tracking status changes and ensuring proper delivery
- Served as a translator for the large client base of Mandarin speaking individuals

International Registrar

High Point Market Authority · 2017-2018

- Register and administer international buyers and manufacturers into the annual High Point Furniture Market
- Served as a translator for the large client base of Mandarin speaking individuals

Media Intern

Shanghai Media Group · 2017-2018

- Communicate with directors and staff to ensure a smooth running of the project
- Produce and edit video content that adhere to company guidelines
- Provide assistance as needed in all components of the production

Residential Services Intern / Office Assistant

Shanghai CBRE · 2015

- Provided customer service
- Coordinated with utilities to ensure customer satisfaction
- Coordinated with Shanghai Disney World to make sure their signs are sufficient and clear to the tourists

Campus Involvement

- President for Global Student Association (The International Club)
 - organized events such as bi-weekly meetings, International Festival, Chinese New Year and Eid al-Adha celebration across campus
- Global Education Mentor / Cultural Acclimation Mentor
- Triad News 360
 - produced and edited news packages based upon interesting and compelling stories for the evening news segments
 - conducted interviews and reported on live events
 - shot footage both in the studio and in the field
 - operated the sound board during live broadcasts
 - managed scripts in teleprompter programs Rundown Creator
- Staff writer for Campus Chronicle
- Active member of Society of Professional Journalists
- Photographer for graduation pictures