

## SUMMARY OF QUALIFICATIONS

Skilled in Strategic Development, Assessment, and Tactical Implementation of Systemic Programs  
Effective in Leadership, Communication, and Creative Problem Solving  
Experienced in Professional Multi-Lingual and Cross-Cultural Settings

## CONSULTING EXPERIENCE

### **Chang Tsi & Partners Law Firm (Beijing, China)**

*Internal Consultant*

#### Firm Management

- Monitored and managed foreign business in absence of Partner
- Participated and mediated in Firm Management conferences
- Consulted on creative and systemic solutions to problem areas in, internal communication, firm culture, rewards and punishments system, invoicing practices, client entrance and exit strategies, outstanding debt collection, operations, and work optimization

#### Project Management

- Simultaneously managed portfolios of nine different clients
- Edited and finalized all sensitive and critical documents and reports
- Directly assisted in creating creative solutions to client problems in: billing practices, and services rendered
- Analyzed and finalized professional documents for strength of argument, precision, and tactfulness, including but not limited to cease and desist letters, due diligence reports, pre-litigation strategy reports, anti counterfeiting strategy proposals, licensing contracts, and client emails
- Edited due diligence reports for M&A of a Fortune 200 company
- Assisted and directed translation of evidence from English, French, Spanish, Italian to into Chinese

#### Public Relations

- Assisted and participated in negotiation at the U.S. Embassy on behalf of a Fortune 200 client
- Co-authored the article entitled, "*Reassessing the Foundations of IPR Protection in the PRC*", China Business Law Journal (August 2010)
- Assisted Partner, and participated in interviews for Legal 500, Chambers and Partners, and Martindale-Hubbell
- Structured and mediated client meetings and presentations
- Headed prospective client meetings and firm introduction meetings for business development

#### Anti-Counterfeiting Strategy

- Assisted in consolidating and expanding upon the scope and system of strategy and tactics employed to create Anti-Counterfeiting Programs
- Structured and Assisted in creation and implementation of Foreign Corrupt Practices Act (FCPA) compliance programs
- Managed and structured cross-departmental function in anti-counterfeiting programs
- Co-directed harmonization between service and finance based criterion of anti-counterfeiting programs
- Attended physical raid actions and finalized investigation, and raid reports
- Managed and finalized Nationwide PRC Anti-Counterfeiting Strategy Reports

#### Human Resources

- Assisted in the recruitment and hiring of foreign marketing and financial consultants
- Trained Chinese employees in document creation, presentation and organizational skills, and translation skills
- Trained employees in client service and cost to benefit reduction techniques

*Clients Serviced:* Six *Fortune 100* companies, and a combined total of fifteen *Fortune 500* companies, multiple major luxury brands, and leading U.S. and European companies

### **Final Filtration, LLC (Buffalo, NY, USA)**

*Sales and Marketing Associate / Clerical Services*

- Researched client portfolios and analyzed trends of sales and directed sales campaigns
- Managed and directed business development strategy
- Managed internationally located clients
- Prepared and finalized sales, marketing documents and website layout and content
- Invoice filing, database entry, shipping and receiving

## **Studio Arts Learning Center (Kitchener, Ontario, Canada)**

*Assistant Director*

- Designed and implemented business plan, marketing, and benchmarking strategy
- Organized and coordinated all courses and events
- Directed and finalized all document creation

## **RELATED EXPERIENCE**

### **Translation, Writing, Editing (International)**

*Freelance*

- Translator and Author of Classical Chinese Book on Strategy and Leadership Development, “*The Classic of the Tiger’s Seal*”, By Xu Dong (c. 1004 C.E.) 《虎鈴經》許洞著
- Wrote speeches and instructed presentation dynamics to corporate executives
- Chinese to English translation for *Today Art Museum’s ‘The Love of Art’ Exhibition*
- Edited the books “*A Popular History of China*” and “*Emperor Qin Shi-Huang and his Terracotta Soldiers*”, for Shaanxi Tourism Press

### **Property Management (Beijing, China)**

*Freelance*

- Managed quality control and clients interests through direct client service
- Negotiated rental contracts and mediated interests in Mandarin Chinese and English

### **Instructor of Martial Arts, and Health and Stress Management, Physical Education Coach**

- Developed and organized private and group martial arts courses with emphasis on health and stress management, leadership development, and group cooperation dynamics
- Head Coach SUNY Buffalo Womens Club Lacrosse Team
- Assistant Coach Williamsville East Boys Varsity Lacrosse Team
- Assistant Coach Park School of Buffalo Boys Varsity Lacrosse Team

### **Shaanxi University of Science and Technology (Xianyang, Shaanxi, China)**

*English Instructor*

- Created and taught full language curriculum to 250 students per semester
- Drafted and delivered speeches to administration and student body
- Specialized in tutoring students to pass ESL standardization exams

## **EDUCATION**

- Bachelor of Arts with High Honors (Magna Cum Laude) in *Chinese Language, Culture and Translation*, State University of New York at Buffalo, USA, January 2010
- Intensive Training Diploma in *Chinese as a Second Language*, Peking University, China, July 2009

## **LANGUAGES**

- Native *English*, Professional conversational and literary fluencies in *Mandarin Chinese* and *Spanish*. Basic verbal *Japanese, Cantonese, and Bahasa Malayu*. Basic reading comprehension in *French, Italian, and Portuguese*

## **COMPUTER SKILLS**

- Mac and PC; MS Office, Wordfast, SDL Trados, Basics in Adobe Photoshop and Dreamweaver

## **AWARDS**

- 2002 NCAA Lacrosse Division 3 Championships 3<sup>rd</sup> Place (Ithaca College)

## **INTERESTS AND HOBBIES**

- Poetry, literature, music, art, fly-fishing, martial arts, hockey, soccer, lacrosse, cooking, traveling, guitar, film, and acting

## **PROFESSIONAL REFERENCES**

David F. McGowan, Vice President, Corporate Protection Services

*Tiffany & Company*

David Allison, In-House Counsel

*Solutia Inc.*