

Yina Dong

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YND

Education

Stevenson University

2016-Expected date May 2020

Business Communication major. Theater and Media Performance minor. Maintained a 3.5 GPA. Received the academic honor of Dean's List (2016, 2017, 2018). Inducted into Communication honor society Lamda Pi Eta.

Course Work

Public speaking. Professional communications. Journalism. Graphic design. Photography. Marketing. Management. Consumer behavior. Communication ethics. Interpersonal communications. Play performance.

Occupations

Program Director for Stevenson University Student Activities (Owings Mills, MD) 2017-Present

Planned, coordinated, arranged volunteers, and executed events. Communicated with agents, performers, and businesses. Marketed and advertised events through social media. Collaborated with other clubs and organizations. Documented execution of events. Organized volunteers. Analyzed event evaluations. Volunteered to execute event.

Sales at Old Pro Golf (Ocean City, MD)

2012-2018

Responsibilities include, handling money, light maintenance, stocking, and customer service.

Waitress at Ying Xing Chinese Restaurant (Ocean City, MD)

2012-2016

Responsibilities include, handling money, transporting orders from chef to customers, light maintenance, and communicating via telephone.

Experience

Attended National Association for Campus Activities in Buffalo, New York and Hartford, CT (2016-2018).

Networked with performers and agents. Participated in educational sessions. Organized block booking for performers. Volunteered as a bouncer and raffle ticket seller.

Hosted a Programming Board Conference at Stevenson University (2017).

Presented an educational session at Programming Board Conference at University of Maryland - Baltimore County and Virginia Commonwealth University (2017, 2019).

Stage managed for Stevenson University's production of Midsummer Night's Dream, Cabaret, and Red Death (2017, 2018, 2019).

Skills

Microsoft Word. Microsoft PowerPoint. Microsoft Excel. Google Documents. Google Sheets. Google Slides. Google Drive. Adobe Illustrator. Adobe InDesign. Adobe Photoshop. Prezi. MindMeister. Adobe Lightroom. Adobe Premiere.