

Data operation

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3+ years of professional experience in **operation** management, client focused outreach, and driving

marketing research efforts. Looking to combine my professional and curricular experience in analyzing **data**

to determine target to a market and reach high growth organization.

- Language: Chinese, English
- Computing: Proficient in Microsoft Office (Word, Excel, PowerPoint), Microsoft Access,

SQL

Server, R, Python, Mac OS Systems.

Sponsorship required to work in the US

Work Experience

Data Operation Assistant

First Capital Consulting

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Los Angeles, CA

February 2019 to May 2019

- Provided assistance with ACA-related data processing, extraction, aggregation, consolidation, validation, fling and archiving.
- Helped with market intelligence research, project coordination, and other ad-hoc tasks.

Marketing Analysis and Research

Hunter Programs Education Services

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Laguna Niguel, CA

June 2018 to July 2018

Marketing Analysis and Research:

- Helped to collect data from the internet, and performed Data Cleaning by using R and XLminer
- Assigned to help on marketing research for company new product

Assistant Manager and Marketing Research

Hunter Programs Education Services

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Laguna Niguel, CA

February 2017 to June 2017

- Assigned to manage the study aboard program: recruit, analyze and evaluate the students from China. Identify the best program for students.
- Supervised study aboard students from China.
- Consulted student's in their emotions for homesick.
- Coordinated student's daily activities make sure they are socializing with other people.
- Analyzed marketing strategies for the company to become well-known.

Director of Marketing

International Energy Alliance Corporation

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Laguna Niguel, CA

September 2012 to May 2014

- Converted internationalenergyalliance.org website to non-profit.
- Published two environmental articles to the website.

Investment Intern

Great Wall Security Company

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Xiantao, CN

July 2012 to August 2012

- Sold \$10,000 worth of stocks and bonds
- Analyzed the market and provided details of investments to potential investors.
- Worked with 5 exclusive clients.

International Energy Alliance Corporation

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Guiyang, CN

May 2012 to July 2012

Operation Management:

- Coordinated visitor groups daily activities.
- Supported conference operations.
- Greeted participants, speakers, and dignitaries.
- Helped to organize logistics.

Other Volunteer Services

Orange County Safe

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Mission Viejo, CA

December 2011 to February 2012

Office Assistant:

- *Assisted in the office to take down information from those who need ride.*
- *Coordinated driver to pick up students.*

Education

Master of Science in Information Systems

California State University

May 2019

Bachelor of Art in Economics

University of California

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Davis, CA

December 2016

Links

<https://www.linkedin.com/in/bowen-li-baa9a4a4>