

Jenny Chang

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OBJECTIVE

Business Analyst/Operations Manager/Project Manager

SUMMARY

- ◆ Over three years management experience in government, education, and industry
- ◆ Effective and creative thinker who enjoys problem solving in a continuous learning environment
- ◆ Multi-lingual, responsible, detail oriented and hard working professional
- ◆ Proven ability to coordinate projects and produce results in a team based setting
- ◆ Solid written and verbal communication skills
- ◆ Eligible to work legally in the US

EDUCATION

Master of Business Administration, Decision Sciences, San Francisco State University 5/2008

Business and Computer Science, Excell College, New Jersey

8/2001-8/2002

- Fellowship awarded for Academic Excellence

B.A. in English and French, Alliance University of Foreign Languages, China 8/2003

- First Place in 2003 National English Speech Competition in China

- Fellowship of Academic Excellence for three consecutive years

EXPERIENCE

San Jose Center for Displaced Adults

2/2007-Present

Administrative Director (part-time)

- Prepare detailed monthly statistics reports for Government Department
- Coordinated and facilitate Home Care Project, first transitional care project in the nation
- Implemented information system to streamline procedures and ensure accuracy of data

Ministry of Health, Beijing, China

6/2004-8/2005

Project Executive

- Oversaw health project valued at \$1 million and reaching 400,000 potential clients
- Planned and coordinated annual events and special programs
- Organized and launched successful marketing campaign for new projects

Pohlung Ltd. Shanghai, China

4/2003-5/2004

Assistant to Deputy General Manager

- Researched and compiled target database of 50 potential clients in United States
- Developed and managed 15 key accounts generating \$500,000 annually
- Oversaw 7 day/week operations to ensure timely delivery
- Coordinated multiple departments in \$1.1 million projects

PROFESSIONAL SKILLS

Computer skills: Microsoft Office, Microsoft Project, Access, Crystal Ball, Java Script, Photoshop