

Fangdi Hou

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Educational Background

Philadelphia University, Philadelphia, Pennsylvania

Expecting Graduation Fall, 2016

Master of Art, Global Fashion Enterprise

Clarkson University, Potsdam, New York

May, 2013

Bachelor of Science, Financial Information and Analysis

Work Experience

Robbie & Co Men's Shop

New York, NY

Retail Assistant intern

June, 2015 - August, 2015

- Organized shelf space with over 200 combinations in color balance, size and design
- Maintained database for over 60 customers, managed core data such as client profile, order history and invoices
- Examined the accuracy of PO and processed rental order that received from Jim's Formal Wear Co, including tuxedos, suits, pants, shoes, pocket square, bow tie, and cuff-link
- Made delivery to customer's site in case of urgent order
- Communicated with customers, and made the recommendation base on their requirements
- Supported team member's daily activate (tailor/sales associate), and assisted manager as required

Bank of Min Sheng

Beijing, China

Manager assistant intern

May, 2011 – July, 2011

- Responsible for arranging manager's daily schedule, prioritized event and meeting based on importance
- Drafted letter, distributed memo and documents, prepared meeting agenda for manager
- Answered phone call from client, informed and reminded manager of issues based on importance or urgency

Clarkson University

Potsdam, NY

Food service associate

February, 2010 – March 2010

- Maintained a kitchen that serving 250 students, cleaned and organized all kitchen equipment and utensils table, clean plates, and maintain a clean environment
- Managed to assist chief and kitchen worker with food preparation under enormous pressure

Oneida Baptist Institute

Oneida, KY

high school print shop assistant

August, 2007 – May, 2009

- In charged of received, packaged, and distributed over 25 letters and packaged for designated office
- Managed book and CD catalog for the entire print shop in a 4-hour shift
- Assisted supervisor in organizing meeting agenda and shop calendar

Volunteer at Big Brother and Big Sister youth mentoring organization

September, 2009

- Guided the entire registration process, such as managed paperwork, collected information and answered general questions
- Promoted and advocated the organization's upcoming activities to the general public

Skills

- Bilingual in English and Chinese;
- Proficient in Microsoft Office, Project, Excel, PowerPoint; Quick-book