

Ntxhee Yee Thao (Sing-Yee)

Objective:

To obtain more work experience with audio production and digital media.

Education:

University of Wisconsin – Green Bay Green Bay, WI Anticipated 2018
B.A., Communications | Mass Media

Experiences:

Internship at UW-Green Bay Phoenix Studios September 2018- December 2018

- Phoenix Studios LIVE Event in the Fort Howard Hall, Weidner Center for the Performing Arts
- Audio production assistant
- Social media promotion
- Editor of Phoenix Studios, *Indented*

Office Assistant in the American Intercultural Center at UW-Green Bay January 2015 – May 2016

- Assisted and responded to both students and staff members, face-to-face and on telephone
- Assigned miscellaneous paper work and designed event posters
- Handled and delivered letters, documents, files, and miscellaneous items
- Promoted on-campus events through Facebook, Twitter, and word of mouth

Sales Associate at Cook's Corner June 2015 – August 2015

- Assisted and responded to customers both face-to-face and phone interactions
- Promoted sales and rewards program
- Met daily and individual sale goals

Assistant in Mailroom Receiving at UW- Green Bay January 2015 – May 2015

- Handled letters, flats, document files, packages, and miscellaneous items
- Assisted and responded to both student and staff needs, face-to-face and on telephone

Vendor/Cashier, Bay Park Cinema Marcus Theatre August 2013 – August 2014

- Assisted and responded to customer needs, both face-to-face and telephone interactions
- Assisted other ushers, vendors, cashiers and managers with theatre concerns
- Maintained positive, customer-focused attitude while complying safety policies and procedures
- Worked in a fast-pace environment with knowledge of POS system and cash handling
- Repaired and maintained visual appeal of the interior and exterior building
- Met daily and individual sales goals and successfully promoted the Marcus Rewards Card

Special Skills/Computer Skills:

- Organization Leadership Skills:
- Anime Club Officer 2014-2018
 - President 2017-2018
 - Coordinated trips in Fall and Spring semesters to bring members to conventions
 - Budgets and finance, ride sharing, scheduling, communication with members and promotion of the event
- Microsoft Office proficiency, familiar with Word, PowerPoint, Excel, Publisher, etc.
- Familiar in Videopad, Adobe Audition, Adobe Premiere & Audacity
- Exceptional communication skills & collaboration with team members
- Well-organized, independent, diligent, and detail-oriented

References Available Upon Request