

Ge Ding

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EDUCATION

ST. OLAF COLLEGE, Northfield, MN

Bachelor of Arts in Economics and Studio Art Candidate, expected graduation, May 2017

- Current GPA: 3.63/4.0
- Dean's List (fall 2015, fall 2016)

THE UNIVERSITY OF SHEFFIELD, Sheffield, South Yorkshire

Study Abroad, Feb 2016 - Jun 2016

RELEVANT SKILLS

- Language: English (fluent), Mandarin Chinese (native), Korean (advanced), Japanese (conversational).
- Technical: Proficient in Photoshop, Adobe Premiere, 3D Blender, Word, PowerPoint and Excel.

INTERNSHIP AND WORK EXPERIENCE

HENAN ART MUSEUM, Zhengzhou, Henan, China

Event Planner, Museum Administrative Assistant, Jun 2016 - Jul 2016

- Planned weekly outreach to facilitate educational opportunities for children to gain exposure to a range of art forms.
- Recruited volunteers to assist with the exhibitions, installations, and activities.
- Guided visitors to the exhibitions, gave introductions to the exhibits and answered any queries.
- Helped design and produce merchandise and souvenirs for the primary exhibition.
- Drafted online press releases for the exhibitions and outreach activities.
- Hosted a team of visiting artists from Malta and facilitated a conference to discuss artwork.

BAIHE MEDIA CO., LTD., Zhengzhou, Henan, China

Advertising Assistant, Production Assistant, Translator, Jun 2015 - Aug 2015

- Designed print marketing materials for the international tour of Andrew Lloyd Webber and David Ian's Broadway production of *The Sound of Music* in Zhengzhou.
- Gathered and organized tour information to plan advertising campaigns.
- Answered customer hotline and responded efficiently to customer inquiries.
- Helped prepare the set with lights, props and sound equipment and assisted costume designers, directors, film and other crew members.
- Recruited student volunteers and managed the volunteer schedule.

CHINA POST GROUP CORPORATION, HENAN BRANCH, Zhengzhou, Henan. China

Assistant Marketing Manager, Jun 2014 - Jul 2014

- Assisted in formulating marketing activities to promote products and services.
- Contributed to market research for a new media service collaboration and analyzed the findings.
- Consulted with potential clients to gain insight on desired products or services.

ST. OLAF COLLEGE ECONOMICS DEPARTMENT, Northfield, MN

Teaching Assistant, Sep 2015 - Dec 2015

- Evaluated and graded examinations, assignments and recorded grades.
- Notified instructors of errors or problems with assignments.

LEADERSHIP AND CO-CURRICULAR ACTIVITIES

ST. OLAF COLLEGE "STUDENT JURIED SHOW", Northfield, MN

Student Artist, Spring 2015

ST. OLAF COLLEGE CHINESE CULTURE CLUB (CCC), Northfield, MN

Member, Fall 2014 - Present