

Tina Tan

Education

Jun 2018 - Jun 2024

University of Washington

B.S. Real Estate| B.A. Cinema & Media Study

Education:

- Double degree

Profile:

- 2-years of experience in store management, customer service and communication
- Excellent analytic skills on business, investment and transactions
- Tolerance of multiculturalism and diversity cultures
- Ability to work independently and in a team
- Market research and analysis, both perspective of arts and business

Work experience

May 2019 - Jul 2021

Mitea- Bellevue

Shift Manager

- Manage stock, shift partners, and training for new members
- Provide excellent customer services, solve problems that occurs with strong communication skills

Apr 2018 - Jun 2020

Mitea Seattle

Manager

- Stock management, new members training
- Work efficiently for customer's request in the fastest time
- Coordinate store work

Oct 2018 - May 2019

Zara

Cashier

- Work directly with manager for close counting and accounting paper works
- Provide excellent customer service, solve and deal with various problem that customer rises

Project experience

Revere Street Case Study

Build up profoma model, analysis and appraisal by Excel

Market study, evaluation and risk management for property investment and transaction

Work individually

Nevada Reno Purchase and Sale Preparation

- Team leader, assign work as well as finalize papers
- Find the most suitable house from the buyer's income, loan, conditions, etc.
- Prepare purchase offer, appraisal, mortgage and finance option, title research, insurance, etc.
- Simulate the entire transaction process at the end by finalize Purchase and Sale Agreement

TV Series Sizzle Reel

Bellevue

206-941-439

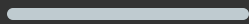
tanx9@uw.edu

University of Washington

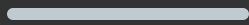
Objective:

- Social media/new media editing and utilization. Market research, digital marketing operation and product development.
- Investment and risk management, real estate transactions, estate planning, loan office and arithmetic work of land development

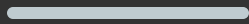
Data analysis



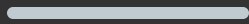
Customer service



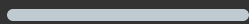
Market study and research



Property transaction



Social media operation



- Brainstorm a TV show idea, write treatment and proposal for it
- Find, shot and edit idea material
- The final effect is presented through video clips

Internship experience

Jan 2023 - Mar 2023

C21 Externship @ Microsoft

Group Leader

- Work directly with Microsoft mentors from Microsoft
- Solve general problems for market
- Get used to career

Jul 2019 - Sep. 2019

Yuma Media Co., Ltd.

Co.Designer

- The design scheme is based on the materials provided by the customer to show to the customer
- Provide light box and scrolling screen renderings
- Slogan for LED rolling billboard

Honors & Awards

- LinkedIn Content Market Foundations
- Bloggers on WeChat Public since 2017
- Washington Food Service License

Skills

- Video editing (Include Adobe)
- Scribe writing
- Market study and research
- Microsoft office (Typically Excel and Word)
- Renovation, construction and remodeling
- Property transaction
- Social media operation
- Accounting
- Pâtissier
- Multilingual- English, Chinese (mandarin) , Japanese and Korean
- Costumer service
- Microsoft Teams
- Risk and investment management

Personality

- INFJ-A/INFJ-T

Self-evaluation

Active and conscientious in work, careful and responsible, proficient in using office automation software, good at asking questions, discovering problems, and solving problems at work, with strong analytical skills; studious, hardworking, strong hands-on ability, serious and responsible, and strong Strong sense of social responsibility; perseverance, hard work, like to meet new challenges.