

RITA KIEN

EDUCATION

Loyola College, Maryland 2010
Bachelor of Arts, Business Management, Minor: Asian Studies

Assumption University, Bangkok, Thailand 2008

SKILLS

- Computer Skills: WordPerfect, MS Office, Internet Research Skills
- Excellent leadership, communication, and organizational skills
- Possess a great work ethic and superb team skills

EXPERIENCE

US Export Service Center, Baltimore 2009 to Present
Intern
Collaborated with trade specialist in the completion of research projects and trade presentations.

Alumni Office, Loyola College 2009 to Present
Student Assistant
Provided secretarial and administrative support services.

US Office of Historic Landmarks 2009
Office Automation Clerk
Maintained office hardware inventory file. Provided administrative support services.

Meredith Staffing Service 2008 to 2009
Intern
Organized and maintained files for research grants. Collaborated with research grant committee.

Loyola College 2008
Exchange Student
Immersed in Asian culture while studying at Assumption University, Thailand.

Dean Whitter 2005 to 2007
Intern
Interacted with financial consultants and administration in financial management projects with emphasis in client services.

VOLUNTEER WORK HISTORY

Loyola College 2008
Tutor

St. Simon Academy of Baltimore, City, State 2007 to 2008
Tutor

HONORS AND AWARDS

National Academy Foundation Alumni Honor, 2008
Emerging Leaders Seminar at Loyola College, 2007
National Academy of Finance Student of the Year, 2006
Who's Who Among American High School Students 2005

ORGANIZATIONS

Chapter President, Society for Human Resources Management, 2009 - 2011
Chapter Treasurer, Toastmasters International, 2009 - 2010
Multicultural Affairs Committee, Loyola College, 2009 - 2010
Dean's Student Advisory Council, Sellinger Business School of Loyola College, 2009 - 2010
President, National Honor Society, 2005 - 2006
Treasurer, Future Business Leaders of America (FBLA), 2002 - 2006
Panelist, It's Academic Team, 2002 - 2005