

Erica Cheng

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832-696-2100

EDUCATION

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| Master of Arts in International Affairs, International Communication Certificate in East Asian Studies Boston University | May 2021 Boston, Massachusetts |
| Bachelor of Arts in International Studies Southwestern University | May 2019 Georgetown, Texas |
| Graduate <i>magna cum laude</i> , G.W. Carver Magnet High School, Houston, Texas | May 2015 |

SKILLS

Microsoft Office (Word, PowerPoint, Excel, etc.)
STATA (Basic)
Facebook, Twitter, Instagram, Snapchat, Boomerang, Weebly, GoDaddy
Adobe Illustrator, Photoshop, Premiere Pro, InDesign
Windows Movie Maker, Audacity, Garage Band, iMovie, Lightworks,
Google SketchUp, Apps,
Basic skills in HTML and CSS coding
Media Writing Skills (editing, feature writing, news releases, etc.)
Spanish (conversational), Cantonese (advanced), and Mandarin (intermediate); Basic Chinese Writing Skills

EXPERIENCE

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| Graduate Assistant <i>Boston University College of Communication</i> | January 2020-present Boston, MA |
| <ul style="list-style-type: none">• Assisting leading professor with media research and teaching• Collecting relevant data, media, and study materials• Supporting professors in teaching students at the graduate level• Refined skills in journalistic and media writing formats | |
| Associate Director of Media <i>M3 Global Consulting</i> | April 2019-present Houston, TX |
| <ul style="list-style-type: none">• Website building using Wordpress editor and basic coding• Designing and editing visual aids and campaigns• Publishing and troubleshooting website problems• Supporting team in research and social media consultation | |
| Web Page Editor and Social Media Intern <i>Amazing Travel and Visa</i> | August 2018-September 2018 Houston, TX |
| <ul style="list-style-type: none">• Developed company website using GoDaddy.com software and social media accounts.• Collaborated with management for design work and daily tasks.• Communicated with Chinese-speaking customers and business partners on Amazing Travel's services.• Completed data entry for travel itineraries and visa information.• Organized foreign currency for accounting purposes. | |

Radio DJ
SU Radio

September 2017-January 2018
Georgetown, TX

- Produced own radio show, For the Culture (FTC), that highlighted music specifically by artists of color.
- Interviewed listeners through social media polls, direct messages, etc.
- Promoted show to off campus listeners through social media.

Social Media and Marketing Intern
Pioneers (明日之光) Ministry Conference

December 2016-present
Houston, TX

- Published online posts advertising registration dates, program activities, and speaker biographies
- Communicated regularly with designers, program organizers, volunteers, and event attendees
- Established timelines for posting photos and information throughout the months leading to the conference

Stage Manager
Soundwave Concert Series

September 2016-May 2017
Georgetown, TX

- Organized stage equipment and performance timetable
- Scheduled opening acts (Frontline and The Wild Now)
- Aided in equipment management for headliner (Alunageorge)

Editor in Chief
The Megaphone, Southwestern University

November 2016-2018
Georgetown, TX

- Organized and lead student and editor meetings concerning newspaper content, student activities, etc.
- Managed social media accounts for The Megaphone
- Executed biweekly newspaper layout meetings and communicated regularly with the city newspaper, *The Williamson County Sun*, for publishing

Broadcaster
Broadcast Team, Southwestern University

December 2015 – November 2016
Georgetown, TX

- Created audio-visual media for Southwestern University, including interviews, campus activities, etc.
- Edited video and audio clips for viewing and online publishing

Photographer and Photo Editor
The Megaphone, Southwestern University

November 2015 – November 2016
Georgetown, TX

- Photographed local events hosted by Southwestern University for publication in *The Megaphone*, Southwestern's student print newspaper, and its online website
- Edited all photos and created graphics using Adobe Photoshop and Illustrator published by the newspaper (print and online editions)

HONORS/ACTIVITIES

Study Abroad Semester at Providence University in Taichung, Taiwan, 2018-2019
Golden Pirates Historian and Director of Marketing, Southwestern University, 2017-2019
Asian Student Association Vice President, Southwestern University, 2015-2016
Teacher's Assistant, Joyful Hope Summer Camp in Jinlun, Taiwan, 2015
Technical Assistant, Thai Baptist Church, 2011-2015