HO LUN (HELEN) SHEK

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OBJECTIVE

To obtain a full time position in Enterprise Risk Management specific areas of interests include ERM and consulting. Offering global experiences, integrity, and personal excellence to add invaluable contributions to your company. Passionate about meaningful client services, fostering long term relationships and giving back to our community.

EDUCATION

The Pennsylvania State University **May 2018**
Smeal College of Business Cumulative GPA: 3.49/4.0
Bachelor of Science in Enterprise Risk Management Dean's List: 4/6

Institute For the International Education of Students (IES Abroad) **Spring 2017**
Spanish and International Business (7 credits) Barcelona, Spain

PROFESSIONAL EXPERIENCE

BOND New York **Broadway, NY**
Realty Operations Intern *June 2017-August 2017*

- Conducted market research to compared company listings and similar rental properties to ensure competitive pricing
- Created timely reports on market changes and provided insights on landowners' rental strategies resulting in 10+ successful closings
- Accompanied clients on home searches with real estate agents while building relationships to retain customers and obtain referrals
- Advised newly licensed real estate agents on company system and basic rules and regulations to mitigate litigations
- Applied Six Sigma to cut down on transportation times, organise large amounts of inventory, and streamline advertisements leading to continuous day to day success

Traveloti **Times Square, NY**
Research and Development Intern *June 2015-August 2015*

- Collaborated with Executive Directors and CEO to re-evaluate business strategies helping to achieve start-up goals
- Researched and handpicked exclusive hotels to ensure one of a kind experience that successfully distinguished our brand from other travel agencies
- Revamped company website with improved layout, style, and descriptions that generated exceptional customer feedback on easy use
- Customised trips to client's needs by networking with hundreds of suppliers on potential contracts resulting in customer satisfaction and loyalty

Urban Living **Wall Street, NY**
Marketing Intern *June 2015-July 2015*

- Determined inconsistencies through cross functional collaborations on database ensuring accurate information on inventory
- Improved digital marketing (Facebook, Instagram, and Hootsuite) with the mindset of a millennial resulting in a new target market
- Calculated contribution margins on selected items, unlocking hidden losses and maximising total profit
- Encouraged high colleague performance through mutual support, clear communication of goals and honest feedback

T/E Middle School **Berwyn, PA**
Art Teacher's Assistant *May 2014-May 2014*

- Brainstormed art lessons for 100+ middle school kids
- Offered them a fresh new perspective to their daily routines while teaching basic art skills through clear and concise instructions
- Established strong relationships through communications to ensure trust and circulated the classroom to make sure all questions were attended to

Abercrombie & Fitch **King of Prussia, PA**
Floor Model and Sales Associate February 2014-August 2014

- Organised racks and shelves according to merchandising guidelines to maintain store appearance
- Worked the cashier register for cash and credit card transactions
- Identified potential shoplifters, alerted management, and improved store security

Kelly's Cajun Grill **King of Prussia , NY**
Employee & Customer Relations Manager *September 2010-August 2014*

- Maintained clear communications with staff to ensure customer satisfaction and smooth operations
- Maintained merchandise inventory and restaurant appearance leading to high customer satisfaction
- Oversaw 5 employees by enforcing various guidelines set by the FDA to ensure a proper and positive work environment
- Assisted in procurement in food and beverages and took over 300 orders per day

LEADERSHIP EXPERIENCE

Alpha Xi Delta **State College, NY**
Philanthropy Committee Member *August 2016-Present*

- Cosponsored walks with locals to spread awareness to Autism Speaks
- Organised canning trips to raise money for THON, contributing to find a cure for cancer

Global Brigades **State College, NY**
Medical Brigade Member *June 2017-Present*

- Fund-raised money to provide basic healthcare to small and under resourced communities in Honduras
- Worked with local government and doctors to provide consistent access to healthcare using an economically sustainable model

HONORS AND AWARDS

- Smeal College of Business Undergraduate Phi Eta Sigma Honors Society *September 2014-Present*
- Pennsylvania State University Dean's List for overall academic success *May 2014-Present*
- Pennsylvania State University receiver of the C. Wiesner Trustee Scholarship *September 2016-Present*

SKILLS

Languages: Fluent in Chinese: Cantonese, Mandarin, and Fuzhounese. Independently learned Spanish and continued when studying abroad in Barcelona

Computer: Proficient in Microsoft Office (Word, Excel, Powerpoint) and Hootsuite

Interests: Advocate of Trying New Things, Proponent of Realisation through Traveling, Avid Painter, and Committed to Practicing Philanthropy