

Greer Gardner

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EDUCATION

Sunmoon University and Sogang University
Korean language immersion program

Seoul, South Korea
September 2015-August 2016

Harvard University
A.B. degree in East Asian Studies with Economics
Certified by ACTFL as an Advanced-Mid level speaker in Mandarin Chinese

Cambridge, MA
May 2015

Middlebury School in China
Mandarin Chinese language immersion program

Hangzhou, China
Fall 2013

Harvard Beijing Academy
Mandarin Chinese summer intensive program
2013 ACLP in Beijing and Tianjin Chinese Speech Contest, 3rd Place (Non-heritage, beginner level)

Beijing, China
Summer 2013

EXPERIENCE

Medit Company; US and China Marketing Manager (Contract)

· Conducted PPC campaigns for Baidu and increased click rate by 200%
· Managed various aspects of overseas marketing campaigns including development of multilingual websites, organization of exhibitions in the US and China, and maintenance of an online social media presence
· Translated official publications such as product manuals, company brochures, and instructional videos from Chinese to English, and from Korean to English

Seoul, Korea
September 2016-December 2016

Ivy-Way SAT; Summer Instructor

· Taught 6 hours of daily intensive SAT classes and developed new course curriculum
· Coached and guided students through the college application process

Taipei, Taiwan
Summer 2015

White House Office of Presidential Correspondence; Associate

· Facilitated dialogue between the President of the United States and constituents
· Processed letters, emails, and calls to determine appropriate responses to requests
· Oversaw the work of 10-15 volunteers per day

Washington, DC
Summer 2014

Generational Equity, Valuation Department; Intern

· Edited offering memorandums and evaluation reports
· Conducted market research for Valuation Managers and input data into financial modeling software

Dallas, TX
Summer 2012

LEADERSHIP

Harvard China Care; Internship Co-Coordinator

· Oversaw and managed summer and winter internships in Chinese orphanages
· Interviewed and selected Harvard students to participate in the internship program
· Conducted all workshops preparing interns for departure

Dalian, China
January 2013-December 2014

**Harvard College in Asia Program (HCAP)
Finance Committee**

· Contacted Fortune 500 companies to obtain sponsorship packages for the Harvard 2014 Conference
· Budgeted all operational and logistical expenses for the Harvard 2014 Conference

Mumbai, India
September 2013-May 2014

Operations Committee

· Organized and coordinated all meals for over 100 conference attendees

Bangkok, Thailand
September 2012-May 2013

**Harvard Project for Asian and International Relations (HPAIR)
Delegate Relations Associate**

· Managed and reviewed over 500 applications for the Asia Conference in Dubai
· Collaborated with the Dubai organizing committee to organize five pre-conference tours

Dubai, United Arab Emirates
September 2012 -August 2013