Michelle Wu Feng

Brooklyn, NY 11214
Preferred Phone Number: 6468865464
Preferred Email: Michelle.Wufeng@mail.citytech.cuny.edu

www.linkedin.com/in/michelle-wu-a39299202

1. EDUCATIONAL BACKGROUND:

Degree	Year	University	Major
B.S.	2023	New York City College of Technology City University of New York (CUNY)	Business and Technology of Fashion

Module Emphasis: Global Luxury Fashion
Over GPA: 3.709
Major GPA: 3.702

PROFESSIONAL LICENSE OR CERTIFICATION:

CUNY Certification, *Sexual Harassment, Gender-Based Harassment and Sexual Violence Curriculum-City-tech* July 10, 2023 New York City College of Technology City College of New York, CUNY.

PROFESSONAL EXPERIENCE:

Reception	**Kathy Tan Medical Office LLC-Brooklyn, NY**	**February ,13rd 2023 - Present**

- Assisted doctor process the patient's document
- Make an appointment based on patient's condition
- Providing assisted to patients for their conundrum

Store Manager	**Initial Tea Shop-Brooklyn, NY**	**2019-2022**

- Assisted boss to process all cash transaction
- Provided customers with product selections, fulfilling requirement for customer
- Assisted boss manage stores, including forecasting inventory and fresh food

PROFESSIONAL INTERSHIP EXPERIENCE:

Intern	**S&C Group International Inc – New York NY**	**September 2023-Present**

- Creating purchase orders for inventory and supplies
- Communicate with overseas suppliers to ensure the timeliness of production and the effectiveness of the production process, thus speeding up delivery times and improving customer satisfaction.

- Collaborate with suppliers and factories to support garment production and processing, resulting in increased production and profitability for all parties involved.
- Creating the product sales price for merchandising

Intern   **Brooklyn Online Tax COPR- Remote**   **2022-2023**

- Assisted the boss collect and organize data
- Cooperate with the boss to complete the task
- Learn form boss how to complete their monthly payroll for guests

PROFESSIONAL DEVELOPMENT:

- *Attended, FAO Schwarz Fellowship Info Session – July 2023* Online, on Thursday, July,20th,2023,from 1:00 PM- 1:45 PM
  https://us02web.zoom.us/j/85844351561
- *Attended, Bank of America Career Readiness Workshop – Emotional Wellness* Bank of America, Online, on Monday July, 17th, 2023, from 2:00PM – 3:00PM
  https://gototraining.webex.com/gototraining/k2/j.php?MTID=tb91118f94faf1ca295183054770e1cb6

NETWORKING for Industry Relation/ EXPERIENTAIL LEARING:

- "*Van Gogh's Cypresses*" The Metropolitan Museum of Art at 1000 5th Ave, New York, NY 10028 on Saturday July 14, 2023 at 2:00PM – 4:00PM
- *"The Corset: Fashioning the Body,".* Museum at Fashion Institute of Technology (FIT) at Seventh Avenue at 27th Street, New York, NY10001 on Sunday February 9th, 2019, at 1:30 PM Couse: ARTH 1204 – XX Century Dress & Culture

SERVICE/ CIVIL ENGAGEMENT:

Volunteer：

April 2023   **Chocolate Lux Fashion Show, Brooklyn**
Student Designer
285 Jay St Brooklyn, NY 11201

- Design a style of clothes through the sewing methods
- Use the technical ability make the clothes
- Communicate with the model about any clothing or styling detail is need modification

2018-2019   **The Salvation Army**
Tutor
7307 18th Ave, Brooklyn, NY 11204

- Assisted the Principal process files and manage the tutorial as an assistant of the principal.
- Tutoring homework for kindergarten, elementary, and middle school children.
- Teach students about Math and English.
- Pick up and drop off students and communicate with parents to understand the situation of students.

Computer Technology and Social Media:

Computer Technology:
Microsoft: Word, Excel, PowerPoint, and Outlook; Black Board, Google Sites: Docs, Gmail Slides; Canva, Zoom; AliMail(Use at work)

Social Media:
Instagram, TikTok, Linkdln, Facebook, WeChat, WhatsAPP, Twitter, Indeed

Database:
Making of America Collection, E book Central, Business Insights: Global, New York Public Library Digital Collection; Fashions Snoops

LANGUAGE:
Speaking and writing: Mandarin, Cantonese