



**Shirley Phang**  
330 West 39th Street  
New York, NY 10018  
347-261-4944  
ShirleyPhang2@gmail.com

**EDUCATION**

**City College of Technology, CUNY New York, NY**  
Major: Advertising Design 08/2011-Present

**Hunter College, CUNY New York, NY**  
Major: Studio Art 08/2008-05/2011

**EXPERIENCE**

**New Century Realty Group**  
Receptionist 2012 - Present

- Interacted with customers through phone calls and in person.
- Scheduled meetings and showings.
- Assisted agents in various office tasks.

**Student Youth Employment Program (SYEP) - Department of Education**  
Intern 07/010-08/2010

- Data Processing for medical claims and reimbursements.
- Communicated with patients to schedule/reschedule medical exams.

**SYEP - The Beacon Program Brooklyn, New York**  
Teacher's Assistant 07/2007-08/2007

- Helped students with homework and class work.
- Supervised students during recess.

**The Beacon Program Brooklyn, New York**  
Volunteer Office Assistant 07/2006-11/2007

- Managed field trips and monitored children during activities.
- Data processing on MS Excel.

**SKILLS**

Detail Oriented.  
Modifying work based on teacher and client feedback.  
Analyzing 2-D clothing and props with the intention of replication in real life.  
Fluent in oral Cantonese.

**TECHNICAL SKILLS**

Proficient in Adobe Photoshop, Illustrator, InDesign, OpenOffice Suite, Microsoft Word, Powerpoint, and Excel.  
Knowledge of HTML, JAVA, TextWrangler, and Dreamweaver.

**REFERENCES**

References available upon request.

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