

Matthew Christopher Koren

3848 SE Division St., PMB #253
Portland, OR 97202 USA

email: matthew.koren@gmail.com
phone: 1.440.319.2382

- Education**
- Reed College** (Oregon, USA) B.A. Psychology, May 2007
- Concentration in cross-cultural studies (additional coursework was all China-related)
 - Capital Normal University (Beijing, China) Chinese Studies, 2005-2006
 - University of International Relations (Beijing, China) A- marks, Summer 2004
 - Worldlink Education (Beijing, China) Chinese Business Program, Summer 2004
- Hawken School** (Ohio, USA), 1999-2003
- Graduated Cum Laude
- Applicable Experience**
- Intern**, *The Watermark Group, Inc.*, Oregon, USA 2007
- Wrote the business plan for this mortgage brokers' firm from scratch into a professional report submitted to a major credit institution for review
 - Developed professional etiquette skills for a corporate office
 - Networked with coworkers and daily solicitors
- Assistant Coach**, *Hawken Upper School Football Team*, Ohio, USA, 2006
- Developed motivation and leadership skills
- Intern**, *Leon's Production*, Beijing, China, 2006, <<<http://www.aystudio.com/leon/>>>
- Assisted in the production of two major marketing events (i.e., a fashion show and a club promotion) gaining experience in networking and PR events
- Executive Assistant**, *Bhumi's Yoga & Wellness Center / LESSStress Corporate Trainings*, Ohio, USA, 2003
- Networked with area professionals, facilitated classroom education, and completed office administration and operations on all levels including writing and editing the newsletter
 - Drafted news releases attracting Cleveland news media to cover events
- Head Youth Counselor**, *Beechmont Country Club Summer Camp*, Ohio, USA, 2002
- Developed curriculum for 5-7 year old campers for first year summer camp. Curriculum included nature studies, sports, arts and crafts, motivational and cooperative games.
- Desk worker**, *Reed College Instructional Media Center*, Oregon, 2003-2005
- Telemarketer**, *4Life Research*, Oregon 2003
- Advertising and communication with customers and businesses nationwide, email and telephone communications
 - Excellent interpersonal and telecommunication skills training
- Honors and Awards**
- Academic Excellence Honor**, *Reed College*, 2004-2005
- End of academic year award for GPA exceeding 3.5 (College average GPA was 3.0)
- Bolton Award**, *Hawken School*, 2003
- Most prestigious award given by school to one senior of excellent academic/community standing
- Skills**
- **Mandarin Chinese** (Advanced Speaking, Reading, and Writing), 2003-present
 - Experienced with Microsoft Word, Excel, and PowerPoint; Dreamweaver, and LaTeX
- Extra-curriculars**
- Yoga and meditation
 - Biking
 - Ultimate Frisbee Nationals Team
 - Cascade AIDS Walk 2003-04

References available upon request.