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Objective

To obtain a new position that will utilize my works skills and to gain new work skills.

Computer Skills

- Working knowledge of Word, Excel, Outlook, Power Point and basic Quick-books skills
- Adobe Photoshop, Adobe Illustrator
- Able to type about 45-50 WPM.

Professional Experience

June 2013-Present **Campaign Petitioner, Volunteer & Treasurer • Community Alternatives, Flushing NY**

- Participated and managed campaign outreach to help six candidates on primary and general election ballots.
- Prepared media and mailing labels for campaigns and community related projects.
- Participated in event planning to help Community Alternatives support political campaigns.
- Photo-documented a variety of events related to and organized by Community Alternatives.

May 2006-Present **Photographer/Meeting & Event Planner/Sales Representative • Radio Chroma**

103-14 Metropolitan Avenue (1st Floor), Forest Hills NY 11375; <http://www.radiochroma.com>

- Photo-documented a variety of events related to and organized by Radio Chroma.
- Sales Representative
- Offered meeting and travel planning advice to organizations by using meeting planner guides from various cities
- Sold radio ads to businesses and helped to increase local business' reach via Radio Chroma.
- Promoted performing arts, transportation, community, tourism, business events via internet & phone.
- Work with musicians, big bands, dance bands, orchestras and dance for future events.
- Participated actively in event success by bringing people together and leading in talks, debate, and meeting agendas.
- Learning Spanish and Portuguese through self study to improve my relationship with Latin American clients.

April 2003-August 2010 **Sales & Telemarketer • A-Tech Institute, Forest Hills, NY**

- Managed all outreach to attract students to A-Tech.
- Participated in helping students achieve their career goals in IT and researched career opportunities for qualified candidates.
- General business administration for a relatively small institute where many administrative tasks were my responsibility.

October 1998-May 2002 **Student Aide & Assistant • Queens College, Flushing NY**

- Worked as a librarian's assistant.
- Assisted customers who need help in using and understanding the computer systems.
- Assisted the Art Library directors and the office staff in administration
- Shelved books & performed other general library duties
- Designed web pages and floor plans of the library.

Volunteer Work Experience

June 2003-Present **Photographer/ Graphic Artist & Event Planner • Various Non-Profit Organizations**

- Official Photographer at various types of church, cluster and community related events
- Modified photos on Adobe Photoshop for Annual Church journals.
- Event ticket sales representative.
- Travel/Meeting/Event planner
- Promoted tourism and business communities with meeting planner guides from various cities to the community at events.
- Offered meeting and travel planning advice to organizations
- Raising money for church parish and charitable organizations through church and community events

Summary of Qualifications

- Familiar with office related equipments and capable to work in any office environment
- Have shown dedication and a strong sense of responsibility for tasks appointed to me.
- Years of professional experience as an administrator, sales professional, and event personality.
- Experience in keeping record and maintaining good filing system.
- Pleasant telephone manner and the ability to handle customer inquiries.
- Good math figure, calendar & number skills and budget planning.
- Great team-player with the ability to work alone with little or no supervision.

Education

- CUNY Queens College, Bachelor of Arts- May 2002, Studio Art program. GPA: 3.010 in Art
- A-Tech Institute, Graphic & Web-design, Microsoft Office & Quick-books- March 2006.

References

- Dr. Catherine Guerriero, Professor at NYU (347)645-7060, cathyguerriero@gmail.com
- Martha Flores-Vázquez, Director of Community Alternatives (718)909-4634, MFloresVazquez1@aol.com
- William J Ruíz (347)336-2331, williamjruiiz@yahoo.com
- Eddie Zee, Director of Radio Chroma (347)200-2817, realmacaw@radiochroma.com, ezfifth@gmail.com
- Philip Parzygnat, Technology and Marketing Professional; Dealflow.com, (347)435-8873, philip.parzygnat@live.com