

JING MIN

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EDUCATION

Middlebury Institute of International Studies at Monterey, Monterey, CA | May 2024

Master of Arts, Translation & Localization Management | Concentration on Chinese-English | GPA: 3.77

Syracuse University, College of Arts and Sciences, Syracuse, NY | May 2022

Bachelor of Arts, International Relations | German Language, Literature and Culture | GPA: 3.46

EXPERIENCE

Store Manager, Panda Restaurant Group, Reno, NV | 12/2024 – Present

- Manage daily restaurant operations, including staffing, inventory, and financial performance.
- Lead and develop a high-performing team to ensure excellent customer service.
- Oversee cost control, labor efficiency, and compliance with company policies.
- Drive sales growth through local marketing and operational improvements.

Program Manager & Co-founder, LightBear LLC, Salinas, CA | 07/2024 - Present

- Built and managed a cross-border e-commerce business, handling product localization, marketing, and operations.
- Grew TikTok shop GMV to \$1,000/month and six social media accounts to 100K+ followers with 1M+ likes.
- Oversaw Shopify store management, supplier coordination, and inventory control.

Marketing Specialist, Translators for Elders, Nonprofit Organization, Monterey, CA | USA 09/2023- 07/2024

- Executed content strategy for social media (LinkedIn, Facebook, Instagram), increasing engagement by 25% in social media and 15% increase in web traffic.
- Enhanced brand visibility through targeted content creation and market segmentation analysis.

Help Center Specialist, Translators for Elders, Nonprofit Organization, Monterey, CA | 11/2022- 09/2023

- Create marketing content, improve user satisfaction and resource accessibility.
- Collaborated across teams to streamline content publication and localization processes.

Medical Interpreter, Interpreting Services, LLC, Syracuse, NY, USA | 10/2021-06/2022

- Provided crucial medical interpretation services, ensuring effective communication between patients and healthcare providers.

LANGUAGE CERTIFICATION – German Members of Delta Phi Alpha, CEFR German Language Level B2

SKILLS | Software & Tools: Excel, Word, Power-Point, iMovie, Photoshop, Xcode, Unity, Figma, Game Maker, Android Studio,

Project Management: Jira | **Frontend:** Python, JavaScript, HTML, CSS, C++

TMS: Phrase, Transifex, Crowdin, Smartling, Smartcat, Trados, XTM Cloud, Localize, MemoQ, Wordbee

Languages: Mandarin, English, German, Japanese

Social Media Platforms: Instagram, Little Red Book app, Facebook, WeChat, LinkedIn, YouTube, TikTok