

BECKY ZENG

becky.zeng@temple.edu

2726 Welsh Road / Philadelphia / PA / 19152 / 215.833.7014

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Accounting
GPA: 3.01

ACTIVITIES & AWARDS:

- Member, Recycling Club, Fall 2008-Spring 2012
- Volunteer, AIDS Walk Philly, 2008, 2010, 2011

EXPERIENCE: DUNKIN DONUTS, Philadelphia, PA August 2011 – Present
Cashier, Cottman Branch

- Provided customer service to 100+ customers in a fast food restaurant
- Started out as a cashier, promoted to supervisor in 2013 after having done the job of a supervisor for a year already
- Trained around 10 new employees yearly in customer service

GLOBAL ARENA, Philadelphia, PA Seasonal 2012 – Present
Medical Translator

- Assisted in the communication and understanding between the patients and doctors at 5+ hospitals and institutions
- Aided the patients in the knowledge and understanding of the medical examinations
- Provided help to patients with problems in the acceptance of health insurance

FREE LIBRARY OF PHILADELPHIA, Philadelphia, PA Seasonal 2009 – 2012
Volunteer, Summer Reading, Welsh Road Branch

- Provided assistance to 5-10 children daily at a foundation providing books and multimedia materials at no cost to the public
- Instructed and encouraged children to read and read to 2 or 3 daily
- Organized, labeled, and managed library materials including books and multimedia materials

SKILLS & LANGUAGES:

- Microsoft Word, Microsoft Excel
- Cantonese - Fluent, Mandarin - Conversant