**Chuting Guo**  *tue40011@temple.edu*

### 1000 Diamond Street Unit406D | Philadelphia | PA | 19122 | 5162341374

OBJECTIVE: To obtain an entry-level position in Accounting. Accounting clerk.

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: June 2015***

***Major: Accounting*** | Total expected credits: 150

GPA: 3.24

Selected Courses:

Macroeconomics International Marketing

Finance Human Resource Management

Risk Management and Insurance Mngt.Info.System

# ACTIVITIES:

# Member, American Marketing Association, Fall 2011 – Present

* Assistant Coach, Happy Valley Junior Swim League, 2010

EXPERIENCE:TEMPLE UNIVERSITY INTERNATIONAL ADMISSIONS, PA August 2013 – Present

**Student Worker**

1. Assist in the daily operation of the Office of International Admissions.
2. Primary responsible with the day-to-day operations of the office i.e., answering phone calls, responding to emails, greeting walk-in appointments, and scheduling appointments for admissions staff members.

PATTISON ENGLISH, Shenyang, China June 2011 – September 2012

**Assistant, Leader of Language Learning Group**

* Provided support for students’ English study.

1. Assisted teachers with grading tests and assignment.
2. Worked one-on-one with students on special projects.

# SKILLS:

1. Office Procedures.
2. Computer Proficiencies.
3. Mandarin native, English as second language.