

EMILY. Huang

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Accounting & Financial
GPA: 3.2

Selected Courses:

Financial Accounting	Marketing Management
Calculus for Business	Financial Management
Computer Information System	

ACTIVITIES: Member of ASCEND, Temple University, PA December 2011 - present

- Raise funds for children of Africa by asking for donations in Philadelphia
- Raise funds for the ASCEND club by holding a bake sale in Philadelphia
- Meeting with company leaders and discuss statistics of company

Student Teacher Children's Village, PA June 2011 – September 2011

- Taught children how to do homework assignments
- Helped students with math and Chinese
- Taught students dance, printing, and singing

EXPERIENCE: Mayflower café and Bakery, PA January 2008 – present
Manager

- Manage daily accounts of 1,500 or more per day
- Responsible for hiring new employees, Supervised part-time workers and trained employees on customer service
- Exceed sales goal by 12 percent for 2011 and increase profit in 2012.
- Reconciled deposits, handled opening and closing security, supplies inventory and order worksheets

Waitress Lee How Folk Restaurant, PA January 2009-present

- Provide customer service for 120-seats, fine dining restaurant, specializing in global fusion cuisine
- Take customer orders, serve food, and provide services to customers
- Explain menu selections and gave suggestions to customers
- Assist with side-work such as food prep, cleaning, and checking inventory

SKILLS & LANGUAGES:

- Project Management, Web Development, Microsoft Project, Microsoft Word, Excel and Power Point
- Proficient in Chinese (Cantonese, Mandarin, and Taishanise) and English