

# Helen Liang

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Expected credits: 150**

**Major: Accounting | Minors: Legal Studies/MIS**

Graduation: May 2016

GPA: 3.14

## STUDY ABROAD:

CITY UNIVERSITY LONDON, London, England

First Year Study Abroad Experience, Arcadia University

January 2012 – April 2012

## EXPERIENCE:

FEDERAL RESERVE BANK OF PHILADELPHIA, Philadelphia, PA

June 2014 – Present

### EXHIBIT HOSTESS

- Greet up to 150+ visitors and provide answers to the public in English and Chinese (Mandarin and Cantonese) during peak summer days.
- Provide management with feedback and updates regarding exhibit issues on a daily basis.
- Serve as a receptionist for monthly special events held in the bank.

QUEEN'S FASHION, Philadelphia, PA

August 2013 – Present

### PROJECT COORDINATOR

- Gather all project information such as cutting ticket packets; invoices and packing slips; purchase orders tickets in order to develop and maintain detailed project schedules on a weekly basis.
- Coordinate and maintain good relationships with buyers, cutting room managers, and trucking companies biweekly to ensure all work orders are complete ahead of due dates.
- Implement a new internal database infrastructure through use of Microsoft Access and Excel to increase accuracy and efficiency.

SEAWORLD PARKS & ENTERTAINMENT, Langhorne, PA

May 2013 – October 2013

### AUDITOR

- Conducted five random security register audits per week to ensure park wide compliance with SeaWorld Parks and Entertainment policies and procedures.
- Accurately calculated daily revenue of \$50,000 to \$100,000 per day and reported financial statements to responsible revenue departments.
- Performed revenue balancing tasks using Microsoft Excel and reconcile three department over/shorts per day.

## ACTIVITIES:

- Member, ASCEND Temple University Student Chapter, August 2012 – Present
- Treasurer, ASCEND Temple University Student Chapter, June 2013 – May 2014
- Vice President, Accounting Professional Society – Ambler Campus, January 2014 – May 2014
- Secretary, Ambler Student Government Association, January 2014 – May 2014

## LANGUAGES AND TECHNICAL SKILLS:

- Chinese (Cantonese) – native
- Chinese (Mandarin) – conversational
- Japanese – basic
- Microsoft Office Suite – Access, Excel, Office, and PowerPoint