

Jiehong Huang

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: January 2015
Major: Entrepreneurship
Major GPA: 3.3 Dean's List: Spring 2014
Master of IT Auditing, Graduation: May 2016

ACTIVITIES & AWARDS:

Member of Chinese Student and Scholar Association Basketball team, 2014-2015
Member of Phi Beta Lambda, Temple University, 2013-2014
Fund raising, Philadelphia Education Fund, August-November 2013
Volunteer, Drueding Center in Philadelphia, April-June 2012
Volunteer, Norris Square Neighborhood Project, September-October 2011
Member, student union of Guangxi University, China, 2009-2011

EXPERIENCE:

NEW CHINA BOOK STORE, Philadelphia, PA August 2014 - February 2013
Seller and Product Administrator

- Explained usage of products and spread culture to customers
- Managed and arranged different products
- Solved emergencies and guests' complaints

OSMOSIS, Philadelphia, PA January 2014 – May 2014
Publishing Project Intern

- Searched whitepaper articles and built a list of articles
- Recommended articles and brought interviewees to Osmosis website

DREAM LAND MALL, Nanning, Guangxi, China June 2010 - December 2010
Sales Assistant

- Introduced products to customers and leading customers to a right place
- Answered questions to customers
- Reported performance and problems to manager and assign tasks to partners

FINGER LAKES INN, Canandaigua, NY June 2009 - September 2009
Housekeeper

- Conducted customer services, including cleaned up 8-10 rooms per day
- Trained new coming housekeepers
- Calmed down complaining customers, and tried any methods to satisfy customers' requirement

ADDITIONAL:

- Microsoft Word, Excel, and PowerPoint
- Mandarin and Cantonese native, English as second language
- C# computer language (basic)