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*Personal contact information redacted to online privacy concerns.*

**EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2017***

***Major: Management Information System***

GPA: 3.4

**ACTIVITIES & AWARDS:**

Core Group Leader, Grace Fellowship of Chinese Christian Church and Center, May 2013 - Present

Member, Evangelical and Mission Ministry of Chinese Christian Church and Center, May 2015 - Present

Member, Choir of Chinese Christian Church and Center, May 2013 - Present

ON LOK HOUSE (SENIOR HOUSE), Philadelphia, PA

October 2015 - Present

**Computer Facilitator**

- Provide technical assistance on various technologies for seniors.
- Teach over 40 seniors a week to use computer, iPad and Android based tablets.
- Maintain facilitator's computers by checking the performance and upgrading software/hardware.

**EXPERIENCE:**

GREATER PHILADELPHIA HEALTH ACTION, Philadelphia, PA

October 2015 – April 2016

**Vaccine Abstractor**

- Entered 30 patients' vaccine information on a daily work.
- Provided information and knowledge about health insurance including Obamacare and Medicaid.
- Managed twenty patients per day with the update of their primary care physician.
- Provided assistance to two departments by creating patient portals.

MONTE REI FAST FOOD, Rio De Janeiro, Brazil

June 2009 - June 2015

**Manager**

- Assigned daily responsibilities to a team of 20 associates.
- Calculated and balanced daily profits of \$2000.
- Trained new employees in assigned positions and provided high-quality customer service to more than 300 people per week.

**SKILLS & LANGUAGES:**

- Computer Skills: C++, Visual Studio, Java, Netbeans, Tableau, WordPress, Notepad ++, MySQL, SQL, Windows XP/7/8/10, Unix, Microsoft Access, Microsoft Office Suite
- Portuguese and Chinese (Cantonese & Mandarin) – Fluent