

EDUCATION: Brook House College, Leicestershire, UK
Graduation from high school at June 2012.

Overall grade: A

Selected Courses:

Business Studies

Economics

Maths

Accounting

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Expected Graduation: May 2016

Major: International Business

Current GPA: 3.00|

Selected Courses:

Leadership and Organizational Management

Microeconomic Principles

Macroeconomic Principles

Calculus for Business

Legal Environment of Business

ACTIVITIES & AWARDS:

- Being the leader in Student Council at Brook House College (June 2011)
- Won the prize “Community Spirit” (June 2011)
- A member of Chinese Student and Scholars Association (Fall 2013 – Spring 2014)
- Member of TIBA (Temple International Business Association)
- Join the donate activity “ Free Hug”. (April 2012)
- Join the Public Relations Department of Chinese Students and Scholars Association in Temple University. (March 2013)
- Vice president of Chinese Students and Scholars Association in Temple University. (April 2014)

EXPERIENCE: QUANZHOU BAOHWA TRAVELING GOODS CO.,LTD. July 2009– 2011

Sale Assistant & Assistant in Foreign trade department

- Consistently helped formulate the strategies of promotion.
- Translation and collect foreign business information.
- Provide accurate statistic data to support presentation in meetings.
- Help organizing exhibitions in Foreigner countries.
- Productivity dealing with 20 employees schedule and manage different timing changes and shift swaps for individual employees
- Increased employee productivity by assigning daily tasks to employees.
- Record and compare with previous years’ sale strategies and results in order to achieve higher standard of company.

TEMPLE UNIVERSITY. August 2013

Team leader of the International Students Orientation

- Organized different groups of students to join the activities

- Apply leadership skills during orientation
- Be able to answer FAQ to all of the international students
- Introduce nearby campus informations to international students
- Get involved in different cultures by holding discussion and activities

Oregon Market. May-June 2013

Manager Assistant & Accountant

- Assist manager to check daily account information
- Apply leadership skills to organize supermarket
- Negotiate with different suppliers to minimize cost
- Improve customer satisfaction and customer services by assigning employees as shopping guide
 - Mark different products as discount price to attract customers and keep supermarket alive

SKILLS:

- Proficient in Microsoft Word
- Public speaking and communication
- Multi-language: Chinese & English
- Knowledge of International Business
- Translation (both verbal and written)
- Research and analysis
- Financial Calculations