

Linfeng Yang

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015

Major: Management Information System; Minor: Digital Marketing;

GPA: 3.32 | RUSSELL CONWELL CENTER ACT101 PROGRAM

ACTIVITIES & AWARDS:

- 2009-2012 Received The Congressional Award “Silver” “Brown” and “Gold” by doing 400+ hours Community Service learning.
- 2012-13 Received “The W.W. Smith Charitable Trust” Scholarship
- 2011 Received “The Asian & Pacific Islander American Scholarship Award”
- 2012-2013 Member of Ascend (Student Professional Organization)
- 2008-2012 Volunteer in FACTS School, Children Village, Migrant Education program, Philadelphia Chinatown Development Corporation and Olympic Tots.

EXPERIENCE:

Liberty Real Estate Associate LLC, Philadelphia, PA

August 2013 – Present

Real Estate License Salesperson, Part Time

- Participate in three rental listings for establishing the online advertisement and promotion, and settled within 2 weeks.
- Interview over potential tenants and processed rental applications including credit check, income proof and employment verification.
- Schedule daily-showing appointments.
- Draft and deliver investment purchase offers and negotiate the terms with the listing agency.

Liberty Real Estate Associate LLC, Philadelphia, PA

April 2012 – Present

Administrative assistant, Full time & Part Time

- Provide administrative support to the real estate broker and 20 agents including documenting scheduled orders, ordering title reports and pre-approval letters from mortgage companies, and scheduling home inspections.
- Assist with due diligence and MLS listing reports, property record search, rental application processing and credit checks.
- Supervise daily property management and over 200 properties in Philadelphia area to include maintenance requests, collecting rent, eviction orders, payroll to landlord and provided new residential leases and renewal addendums as needed.
- Developed mentoring relationships with senior real estate agents.
- Used Microsoft Access and Excel to manage monthly revenue and expense accounts.

SKILLS & LANGUAGES:

- Basic Computer skills MS office
- Chinese (Mandarin) language skill (Read/write/speak/translate/teach/tutor)
- Pennsylvania Real Estate License
- Great people, team, time and self management skills
- Business and results oriented mindset