

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, 2018

MAJOR: Management Information Systems | MINOR: Accounting | Certificate Program: Music Technology

SELECTED COURSES:

Digital Solutions Studio, Lead Global Digital Projects, Data Analytics, Enterprise IT Architecture, Business Communication, Accounting Information Systems, Advanced Audio Production

ACTIVITIES:

- Participant, National AIS Competition, Spring 2017
- Member, Association for Management Information Systems, August 2015 – December 2017
- Participant, Temple Data Analytics Challenge, Fall 2015
- Manager, Chinese soccer team of Temple University, September 2014 – May 2017

INFORMATION TECHNOLOGY SKILLS:

Web Development: HTML, CSS, Google Sites

Database Management: My SQL, R Studio, Microsoft Access, Azure

Project Management: Microsoft Office

EXPERIENCE:

TEMPLE UNIVERSITY, Philadelphia, PA

August 2017 – May 2018

Assistant Audio Engineer, Boyer Recording Studio

- Kept all equipment in good working order to maximize sound quality, and set up equipment on-site including microphones, instruments, and mixing board.
- Recorded sound and video in-studio and on locations, and processed live audio/video recording and connected events to audiences on the web three times a week.
- Used Final Cut Pro and Pro Tools to edit videos and soundtracks, and delivered final files to 35 customers to make adjustments as needed.

G-INFO TECHNOLOGY LTD., Chongqing, China

May 2017 – August 2017

IT Intern

- Collaborated with five interns on a project designing customer's shopping webpage.
- Communicated via email, text message, and phone to expedite reports, spreadsheets, agendas, departmental special events and special projects as assigned.
- Updated and managed the customer database and contact information via MySQL.

TEMPLE UNIVERSITY, Philadelphia, PA

October 2016 – May 2017

Officer, Presser Listening Library

- Cataloged basic information of LPs and CDs via File Maker.
- Used Audacity with phonograph to digitalize LP and saved as a music track, and edited each music track into single music piece and archived into the computer system
- Assisted students to find records or tapes, and managed office equipment and supplies.

CHINA TELECOM, Chongqing, China

June 2014 – August 2014

Marketing Assistant

- Evaluated all potential sponsorship/partnership opportunities through companies using our products.
- Analyzed customer purchase history and market trend to identify most profitable products on every Monday.
- Managed marketing strategies, budgets, volume forecasts, and financial statements via Microsoft Word and Excel.

LANGUAGES:

- Chinese (Mandarin) - Native language