

Meixi Liu

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Major: Finance

GPA: 3.58

Selected Courses:

Financial Management	Managerial Accounting
Information Systems in Organizations	Business Society and Ethics
Operations Management	Marketing Management

ACTIVITIES & AWARDS:

Recipient, Best Player Prize, Liaoning Province Dulcimer Competition, 2001
Recipient, Outstanding Project Award, China Youth Science and Technology
Invention Contest, 2003
Recipient, First Prize, Liaoning Province Model Airplane Championship, 2007
Fox School Freshman Community, September 2012-Present
International Services Community, September 2012-Present

EXPERIENCE: China Green Food Company., LTD, Beijing, China May 2013 - August 2013

Administrative Assistant

- Assisted and amended the administrative rules and regulations, performed routine administrative work.
- Received 15 visitors per day and decided whether to allow a supervisor or other staff with talks.
- Arranged 18 large and small conferences and organized around 200 staffs a big activities to celebrate Dragon Boat Festival.

SKILLS & LANGUAGES:

- Windows, Mac OSX, Microsoft Office, PowerPoint, Adobe Photoshop
- Chinese (Mandarin), Fluent English
- Dulcimer, Piano