

Oscar Zhang

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2017

Majors: Management Information System & Accounting

GPA: 3.26

ACTIVITIES & AWARDS:

- Member, Association of Information Systems (AIS), Fall 2014 – Present
- Member, Ascend, Fall 2014 – Present
- Recipient, W.W. Smith Charitable Smith Scholarship, Fall 2014 – Present
- Volunteer, Duckrey Elementary School, Fall 2015
- Volunteer, VITA Family Tax Assistance, Spring 2014 – Spring 2015
- Participant, Russell Conwell Center Emerging Scholar, Fall 2013 – Spring 2015

EXPERIENCE:

MK MANAGEMENT GROUP, Philadelphia, PA

June 2016 – Present

Business Intelligence / Data Analytics Intern

- Work with Search Engine Optimization company to ensure that real estate postings are receiving maximum Internet exposure
- Aided in the process of transferring website from Ruby on Rails to Wordpress
- Implement and transfer employee users from outlook email to google business mail
- Analyze spreadsheets of data collected by leasing agents and create methods for increasing sales
- Analyze the data behind various marketing campaigns to determine which are effective or ineffective

THE HEAD NUT, Philadelphia, PA

June 2015 – June 2016

Sales Associate

- Accountable for reporting and balancing daily sales to ensure precise financial inflow at a spice retail store
- Oversee inventory stock for store, receiving store deliveries and assisting in unloading and restocking
- Provide excellent customer service by maintaining detailed product knowledge which drives return business

THE FLOWER STATION, Huntingdon Valley, PA

Fall 2010 – January 2016

Supervisor

- Work as a project team leader guiding employees on 2 projects annually assigned by store managers
- Train 3 new employees annually on daily operations effectively and efficiently in a fast pace environment
- Provide exceptional customer service and assistance to around 85 new and returning customers daily
- Run smooth business operations unsupervised from open to close during summer shifts
- Entrusted to operate and oversee entire store throughout each shift and manage inventory
- Receive, report and balance daily sales to ensure accurate financial inflow at an outdoor seasonal garden center

SKILLS & LANGUAGES:

- Microsoft Excel, Word, Powerpoint
- MySQL, SAS, VMWare
- WordPress, HTML, CSS, PHP
- Chinese (Fujianese and Cantonese) – Basic conversation