

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2017***  
***Major: Management Information System***  
***Minor: Marketing***  
GPA: 3.56 | University Honors Program Dean's List, Fall 2013, Fall 2015

## SELECTED COURSES:

- Enterprise IT Architecture
- Data Analytics
- Excel for Business Applications

ACTIVITIES: Member, Technology Development Application Program, September 2015 – present  
Member, Association of Information Systems, September 2015 – present  
Interpreter & Assistant, Hezhou Chamber of Commerce Delegation to UK, July, 2015  
Planning Assistant, LanTian Valentine's Day Banquet, 2013  
Assistant Coach, FLS Youth Dance Competition, 2012

EXPERIENCE: Hezhou City Federation of Industry and Commerce, China May 2013 - Present  
**International Relationship Coordinator**

- Interpreting for more than 10 delegation members of the Chamber on their trips to Western Europe
- Organizing and supporting Chamber events in Hezhou and other overseas cities.
- Translating and interpreting documents for delegation members and meetings, consulting on international trade issues, and providing advice on the use of E-commerce technologies

LanTian General Merchandise LLC, Hezhou, China May 2014 - August 2014  
**Marketing Coordinator, Marketing Department**

- Coordinated execution of broadcast campaigns by updating latest sales and promotion information via telephone messages and emails for 300,000 customers per week.
- Provided assistant to marketing manager in managing online marketing campaigns and updating daily information on social networking websites including Weibo & Wechat.
- Coordinated with marketing team to analyzed results of marketing and broadcast campaigns and to brainstormed strategies for promotion.

Xinxin Construction Engineering LLC, Hezhou, China July 2012 - July 2013  
**Intern, Front Desk Receptionist**

- Provided administrative support to more than 15 business visitors every day by greeting them and escorting guests to offices or meeting rooms.
- Arranged appointment for managers, clients or with individuals on a priority basis.
- Answered, screened and directed all the phone calls.

## SKILLS &amp; LANGUAGES:

- MySQL, VMware, HTML&CSS, Python, R studio, Microsoft Office Suite, Web Design/ HTML, Windows, Mac OS
- Chinese Mandarin-native language, Cantonese-native language, Hakka Chinese-conversational, Korean - conversational