

# Rouying Tang

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**OBJECTIVE:** To obtain an entry-level position in Marketing. Areas of interest include: consumer insight, data analysis.

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: August 2017***  
***Major: Accounting***  
GPA: 3.14

*Selected Courses:*

Introduction to Marketing

Management Information system

**ACTIVITIES & AWARDS:**

Member of Ascend, 2015

Outstanding Youth Volunteer of Minjiang University, 2013

Third-class Academic scholarship in Minjian University, 2013

Member of Red Cross Society of Fujian, China, 2012

**EXPERIENCE:** The Reader Association of Minjiang University, Fuzhou, Fujian

**Manager, Mastermind Department**

Fall 2013 – Spring 2014

- Utilized technology to communicate with 3 members and co-working with other 5 departments within the organization
- Assisted with the documents planning and distribute to appropriate team members.
- Quantified the performance of activities then evaluate and reported the performance of current activities hosted
- Updated and efficiently documented processes for future members

The Reader Association of Minjiang University, Fuzhou, Fujian

**Member, Mastermind Department**

Fall 2012 - Spring 2014

- Documentized 4-6 program plans per semesters and submit for university administration approval
- Created layouts and readable electronic copy for event presentations for adherence to organization specifications
- Collaborated with other members to work efficiently forward job completion

Red Cross Society of China, Fuzhou, Fujian

**Member, Fujiang Branch**

Fall 2012- present

- Responded to emergency accidents quickly and calmly and provide properly first aid in sports meetings and blood donation station
- Support medicated staffs' directions, when meeting with patents

**SKILLS & LANGUAGES:**

- Microsoft Word, Excel, PowerPoint, Access
- Chinese - fluent, Japanese - conversational
- Chinese Accountant Certified