

Xiaofang zheng

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: January 2016

Major: Accounting

ACTIVITIES:

Member of Ascend,	2013_Present
Member of Chinese Students & Scholars Association,	2012_Present
Volunteer for Church by teaching adult english	2012_Present

EXPERIENCE:

Margaret Kuo's, Wayne, PA	December 2012_Present
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Waitress/ Salesperson

- Giving customers advice or suggestion for what they want.
- Developed communication skill through conversing with customer
- Having ability to deal with critical issues

Dunkin Donuts, Philadelphia, PA	May 2012_ August 2012
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Cashier/ Salesperson

- Processed customer's order daily, responded to customer inquiries.
- Developed working knowledge of REACT, customer relationship management software.

Volunteer team member,Chinese American culture center

September 2009_June 2010

- Tutored young children math and homework

SKILL & LANGUAGES:

- Microsoft Word, Excel, PowerPoint, Access
- Mandarin Chinese: speak, write and read

