**JIAYI XIE**

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*1900 N 9th Street, Apt. 412 | Philadelphia | PA | 19122 | 267.648.7739*

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

 gpa: 3.28

 ***Bachelor of Business Administration | Major: Finance***

 ***Graduation: May 2016***

ACTIVITIES & AWARDS**:**

 Member, Chinese Students Scholars Association, Spring 2014 – present

 Temple Grant International Scholarship, Spring 2013

EXPERIENCE:LANTINGXU HOTEL, LLC, Chengdu, China

 **Accounting Analyst Assistant Intern** Summer 2013

* Collected the receipts from the front desk, kitchen, and rear service department.
* Prepared financial statements for the accounting analyst.
* Checked the balance sheets and made sure there were no mistakes.
* Assisted the accounting analyst on company conference 1 time per week, including took notes and summarized the notes.

SHAMROCK RESTRAUNT&PUB, Chengdu, China

**Waitress** May 2011 - December 2011

1. Assisted customers to order food and drinks, remembered the orders, and served customers in the right time.
2. Washed the dishes before there were no clean dishes to serve.
3. Collected the receipts and reported every day’s turnover to the manager.
4. Attended the conference every week, and reported the problems in that week.

SKILLS & LANGUAGES:

* Microsoft Word, Excel, and PowerPoint
* Chinese Mandarin - proficiency, English – fluency
* Social Media - Facebook, Twitter, Sina Microblog, Instagram