

Xuan Lin

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917-361-8580 |

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Expected Graduation: May 2020
Double Major: Management Information Systems | Entrepreneurship & Innovation Management

INFORMATION TECHNOLOGY SKILLS:

Data Analysis:	ERD, Schema, R, RStudio, Excel, Infographic, and Pivot Tables
Web Development:	HTML, CSS and JavaScript(basic)
Database Management:	MySQL, Microsoft Office

EXPERIENCE:

Epro Associations Inc., Philadelphia, PA

OCT 2015 -- DEC 2015

- *Prioritize daily workflows, including all inbound calls, quotes, and sales related inquiries.
- *Use bilingual communication skills to help Chinese clients apply for health care.
- *Organized company files using Microsoft Office, Maintained company's website.
- *Maintain professional customer interaction at all times to build strong client relationships.

Temple University, Philadelphia, PA

OCT 2018 -- PRESENT

Innovation & Entrepreneurship Institute

- *Define project requirements by identifying project milestones, phases, and elements, forming a project team, establishing a project budget.
- *Interpret, evaluate and interrelate research data and develop integrated business analyses and projections for incorporation into strategic decision-making.
- * Collect and analyze data.

ACTIVITIES:

Association for Information Systems(AIS) Member

SEP 2018—PRESENT

- *AIS is the premier professional association for individuals and organizations who lead the research, teaching, practice, and study of information systems worldwide, foster inclusivity and creativity within the organization through team case competitions and technical workshops where members have to come up with solutions to problems presented to them.

Temple Comcast NBC Universal Analytics Challenge

- *Research the topic with teamwork, construct workflow charts and diagrams.
- *Recommend controls by identifying problems; writing improved procedures

LANGUAGES:

- *Mandarin Chinese

U.S Citizen

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