

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2016***  
***Major: Accounting/ Expected Credit: 150 Credits***  
GPA: 3.32

*Selected Courses:*

Cost Accounting 2521	Legal Studies 1101
Human Resource Management 1101	Marketing 2101

ACTIVITIES:

- Member, Ascend, 2012-present

EXPERIENCES: GREAT WALL CHINESE RESTAURANT, Lansdowne, PA January 2005 - Present  
**Waitress**

- Serve in a Chinese fast food restaurant to 50-60 customers per day.
- Write patrons' food orders on order slips and send to kitchen.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Prepare checks that itemize and total meal costs and sales taxes.

LANSDOWNE PUBLIC LIBRARY, Lansdowne, PA June 2009 - September 2009  
**Library Clerk**

- Sorted books, publications, and other items according to established procedure and returned them to shelves, files, or other designated storage areas.
- Processed new materials including books, audiovisual materials, and computer software.
- Maintained records of items received, stored, issued, and returned, and filed catalog cards according to system used.

SKILLS & LANGUAGES:

- Microsoft Office
- Spanish - Basic
- Chinese – Mandarin - Conversational