

1000 Diamond Street | Philadelphia | PA | 19122 | tel: 858.888.3327

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Expected Graduation: June 2015
Major: Business and Management
GPA: 3.25

ACTIVITIES & AWARDS:

Academic Scholarship, Ningbo Jiangshan Senior High School January, 2010
Member of San Diego State University Asian Student Association Spring, 2011

EXPERIENCE:

NINGBO ND IMPORT&EXPORT CO., Ningbo, China June, 2012 - September, 2012

Marketing Specialist, Marketing Department

- Assisted 10 person marketing department in collecting and analyzing marketing data for business containing 100 employees
- Communicated marketing data to both internal and external managers.
- Entered marketing information into Excel with 100%

AGRICULTURAL BANK OF CHINA, Ningbo, China June, 2010 - August, 2010

Loan Officer Assistant

- Assisted loan officer with examining and verifying about 10 copies of loan materials per day.
- Accompanied creditors to transact loans and mortgages, teaching them every step of the process.
- Organized and sorted updated loan materials, then filled documents through Word.

SKILLS & LANGUAGES:

Photoshop, Excel, PowerPoint, Microsoft Word, Adobe Acrobat
Chinese (Mandarin)