

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Finance Minor: Accounting
GPA: 3.57, Dean's List: Fall 2012 – Present
Study Abroad: Nanjing University, Summer2012

ACTIVITIES & AWARDS:

Membership, Ascend Temple Chapter, **Fall 2012 – Present**
Volunteer, Campaign For Working Families, **Spring 2013– Present**
Events Coordinator, Chinese Students and Scholars Association, **Fall 2013 – Present**
Membership, Financial Management Association, **Fall 2013– Present**

EXPERIENCE:

Sujiao Tutoring Centre, Jiangsu province, China **July 2011 – August 2011**
Teaching Assistant, Mathematics Department

- Provided teaching support for 20-people class and graded students' math assignments twice a week
- Used Excel to analysis students grades and assisted with preparations of study plan designed to promote students grades
- Provided formal lectures when instructors were absent

Sinoway International Educational Group Limit, Beijing, China **April 1st 2013 – Present**

Regional College Representative, Marketing Department

- Research about Temple University academic policies on credits transfer and produce a detailed instruction package to assist students at Temple university.
- Represent Sinoway International Educational Group to reach out to relevant school departments, offices, individuals and student organization to establish connection.
- Promote Sinoway International Educational Group reputation and popularity, both online and offline to help students with issues about Sinoway International Educational Group

ViewTrade Securities, Inc, Jersey City, NJ **September 24th 2013-Present**
Translate Intern, Department of Individual Business

- Translate financial research report from English into Chinese and vice versa.
- Translate a 30-minutes securities training video from English into Chinese once a week.
- Provide customized services, which is to translate customer specified articles from English into Chinese and vice versa.

SKILLS& LANGUAGES:

- Mandarin- fluent
- Microsoft Word, Excel, PowerPoint, Database
- POM for Windows V4
- Computer Skill- SAP
- Volunteer Income Tax Assistance and Tax Counseling for the Elderly Certification