

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Majors: Risk Management and Management Information Systems
Minor: Japanese
GPA: 3.94 | Business Honors Program | University Honors Program
Completed Business Courses:
Honors Leadership & Organizational Mgt Honors Business Statistics
Honors Microeconomic Principles Honors Macroeconomic Principles
Honors Legal Environment of Business Introduction to Risk Management
Financial Accounting Managerial Accounting
Marketing Management Information Systems in Organizations
Enterprise IT Architecture Data Analytics
Business Communications Financial Management
Operations Management

ACTIVITIES & AWARDS:
Association for Information Systems member, 2014-2015
Temple Analytics Challenge, Honorable Mention
Study Abroad in Temple University Japan Campus, 2013-2014
Target Case Study Competition, 4th Place
Fox School of Business Dean's List, Fall'12-Fall'14
Temple Honors Director's List, 2012-2013
Business Honors Student Association member, 2012-2013
International Business Association member, 2012-2013
Toastmasters International member, 2012-2013

EXPERIENCE & PROJECTS:
POP! PROMOS, Philadelphia, PA Fall'14 – Spring'15
Data Analyst Intern
• Gathered and analyzed current market data (product offerings, prices, etc.)
• Ran analysis and summation reports from SugarCRM
• Processed sale orders from a client segment
BONOBOS INC., New York, NY Summer'14
Intern in Accounting Department
• Assisted with invoice processing (entering, posting, selecting for payment)
• Reviewed aging reports in preparation for external audit
• Helped organize business records (e.g. photocopying, filing, etc.)
DELTA AIR LINES, INC., Tokyo, Japan Fall'13
Intern in Finance Department
• Contacted international vendors as part of company's internal project
• Created invoices for customers and updated internal financial data
• Performed errands such as photocopying and data entry
BASF-YPC COMPANY LTD., Nanjing, JS, PRC Summer'13
Intern in Market and Administrative Departments
• Organized data on company's products (price, volume, etc.)
• Translated various documents from Chinese to English
• Performed errands such as photocopying and delivering documents

SKILLS & LANGUAGES:
• Mandarin and English: native; Japanese: limited working proficiency
• Proficient in MS Word, Excel, PowerPoint
• Working knowledge of Microsoft Dynamics SL, Microsoft Visio, SugarCRM