

Yu Ming Keung

yuming.keung@temple.edu

1220 N. Broad St. Apt 709 | Philadelphia | PA | 925.577.3170

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Master of Science in IT Auditing and Cyber Security, Graduation: August 2017

Bachelor of Business Administration, Graduation: May 2016

Major: Accounting | Minor: Management Information Systems

Cum Laude (GPA: 3.53) | Dean's List: Fall 2014

ACTIVITIES:

- Member, Ascend Temple Student Chapter, Spring 2013
 - Fundraising Chair, Ascend Temple Student Chapter, Fall 2014 – Spring 2014
 - Internal Affairs Committee, Assistant, Spring 2016
- Member, Diablo Valley College International Student Club, Fall 2013
- Volunteer, Contra Costa County Library, Spring 2013

EXPERIENCE:

Coldwell Banker Infiniti Group, San Francisco, CA

May 2016 – July 2016

Intern – Office Assistant

- Prepared forms and documents related to sales renewals leases to assist with 20 realtors with listing and real estate sales to close multiple real estate transactions monthly
- Organized and maintained client files to ensure current information on prospective buyers
- Assisted with bookkeeping management, issuing commission and checks through Peachtree Accounting
- Performed customer service and administrative duties such as faxing, filing, answering phone calls, and greeting visitors
- Created high interest flyers to advertise available properties to prospective clients

TEMPLE UNIVERSITY BUSINESS ENGLISH LINGU (TU BELF)

June 2015 – May 2016

Event Coordinator

- Served as the TU BELF representative for Temple Student Government (TSG), attending and taking notes at all mandatory TSG weekly meetings
- Planned and organized 3 events per semester for members to practice English speaking
- Communicated with Temple Community and Neighborhood Affairs Director to organize volunteer activities to give back to the community
- Worked with other officers to tie in events with speakers, and fundraising

CAMPAIGN FOR WORKING FAMILIES, Philadelphia, PA

Jan 2016 – April 2016

VITA Certified Tax Preparer Volunteer

- Conducted interviews and tax preparation for low income Philadelphia families and individuals
- Volunteered 3-4 hours per week at The North Philadelphia site
- Used IRS reference tools in screening and interviewing process and applied appropriate tax law to help clients file both federal and PA state income tax return

ASCEND TEMPLE STUDENT CHAPTER, Philadelphia, PA

September 2014 – August 2015

Fundraising Chair

- Organized 3 fundraising events for 40 active Ascend members to help generate funds for the organization, raising \$700 for the semester
- Coordinated with the E-boards to organize at least four bake sales per semester

SKILLS & LANGUAGES:

Technical: SAP, ZipForm, Peachtree, Calyx Point, MS Word, MS Excel, MS PowerPoint, Adobe Acrobat

Languages: Mandarin, Cantonese - Native