

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Accounting
GPA: 3.30, Dean's List: Fall 2013 – Present

ACTIVITIES & AWARDS:

- Member, Student National Medical Association, Fall 2013 – present
- Captain, Temple University CSSA soccer team, Spring 2013 – present
- Member, Citibank Young Talent Program, Fall 2012

EXPERIENCE: AA Meat Products Corporation, Maywood, California June 2013 – September 2013
Sales Manager Assistant, Sales Department and Inventory Department

- Assisted Sales Manager with daily purchase and selling, managed inventory, provided technical assistance of financial auditing, collated and classified company files and managed company's daily affairs
- Counted and sorted more than 20,000 tons of inventory with technology software, selectively examined products safety, tallied products shipping cash receipts
- Reviewed and tallied company's annual invoice of more than 80 restaurants, supermarkets and wholesales majorly in California
- Charging of company's California State Wastewater Treatment Plant. Calculated all the pollutant and checked with government requirements. Cooperated with Engineer and helped the company saved more than \$6,000
- Contacted suppliers and purchased all company's office supplies

Citibank China, Guangzhou, China June 2012 - July 2012

Sales Assistant, Private Bank Department

- Provided technical and physical assistance to private bank department and study the actual enterprise operating system
- Studied global stock market and commodity market and gained a better understanding of the Financial industry
- Getting personal financial planning and wealth management trainings
- Analysed personal wealth management cases and understand the purpose of commercial bank's target customer

SKILLS & LANGUAGES

- Word, Excel, Power Point, Adobe Dreamweaver
- English, Chinese, Cantonese- fluent