

**EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Anticipated Graduation: May 2018**

Major: Management Information Systems | Minor: Entrepreneurship

Overall GPA: 3.4 | Dean's List: Spring 2016

**INFORMATION SYSTEMS COURSE PROJECTS:**

- Acted as a business analyst to collect business requirements, and create data models, process maps and user cases. Developed a web solution for a start-up company, Pound Cake, using 'Justinmind' prototype software.
- Used programming languages and SQL database to make a functional and comprehensive management application prototype, named "Blenderized Diet management app" for Children's Hospital of Philadelphia.

**TECHNICAL SKILLS:**

Web Development: HTML/CSS, PHP, JavaScript, Bootstrap, jQuery, Ajax

Data Analytics: Excel, SQL, Tableau, Rstudio(Regression, Clustering, Predictive Analysis)

Database Management: SQL Server, PDO, Microsoft Azure

**ACTIVITIES:**

Temple's Annual Analytics Challenge Competition, Fall 2015 &amp; Fall 2017

- Analyzed a large dataset using Excel and Tableau to address problems of Pennsylvania Ballet ticket sales.
- Visualized data insights to demonstrate the situation and potential solutions using Piktochart.

Student Leader, International Student Orientation, Fall 2015

- Led and guided over 200 students to complete immigration check-in and attend orientation sessions.
- Helped students transition to Temple, including providing useful information and answering any questions.

**EXPERIENCE:**

INTERNATIONAL STUDENT AFFAIRS, TEMPLE UNIVERSITY

May 2017-Present

**Office Assistant**

- Manage various projects including International Student Orientation, TemPAL Program and Thanksgiving Dinner
- Communicate via email and phone to provide support to all international students.
- Organize Excel sheets, Google forms, and calendars for upcoming events in a detail-oriented manner.

MIS DEPARTMENT, TEMPLE UNIVERSITY

May 2017-December 2017

**Information Technology Assistant**

- Assisted professor with evaluating and grading class assignments for a class of over 50 students.
- Provided support to students on assignments in and outside the classroom.
- Held "Help Desk" for students from all sections who have tech problems on the Salesforce project.

WALMART (CHINA) INVESTMENT CO., LTD, Shenzhen, China

July 2016-September 2016

**Project Management Intern**

- Worked independently to assist Walmart's Mooncake Sales project from contract signing to commodity sales.
- Activated and entered 100+ commodity data using Excel and ensured data accuracy.
- Placed and managed orders in the system and followed up on delivery status with nine suppliers.
- Analyzed sales data daily using Excel Pivot Tables and VLOOKUP to find problems and make improvements.
- Prioritized multiple tasks and coordinated with nine suppliers to address issues and concerns.

CO-PHILLY, Philadelphia, PA

September 2015-December 2015

**Market Research Intern**

- Implemented a market research project to build an active social media community on Twitter.
- Increased number of followers by 150 and monitored metrics and engagement levels each week.
- Researched crowdfunding events and implemented a successful campaign for clients like "BigBarker," raising over \$28,000 to provide free dog beds for K-9 police dogs.