

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Will obtain 150 credits May 2016
Major: MIS
GPA: 2.92

ACTIVITIES:

Vice President, Temple Badminton Club, August 2013 - present
INROADS Internship Candidate - present

EXPERIENCE: TEMPLE SFC, Philadelphia, PA

August 2013 – August 2014

Recreation Staff

- Provide gym support to the Temple Student Faculty center that services to more than 100 patrons on a daily basis.
- Assisted with confidential client registration through EZFacility.
- Provide sales support and handled customer purchases and transactions through point of sale system.

THE CAMPAIGN FOR WORKING FAMILIES, Philadelphia, PA

February 2013 - February 2013

Volunteer Tax Preparer

- Provide free tax service to lower income Philadelphia families that promote the efforts of working families to move up the economic ladder.
- Assist with confidential client registration through a tax return database system.
- Review and check patrons' tax return.

CHINESE AMERICAN KING CHEF, Philadelphia, PA

January 2007 - January 2010

Customer Service

- Provide customer service and takeout services for more than 100 customers on a daily basis, for a restaurant, specializing in Chinese cuisine.
- Provide sales support and handled cash, customer purchases and transactions.
- Fix customers' service and general complaints by performing duties such as exchanging product, refunding money, or replacing product.

SKILLS:

- Microsoft Word 2013
- Microsoft Excel 2013
- Photoshop CS6
- Certified Hospitality Professional, August 2013
- CPR Certified, September 2013

