

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2023

Majors: Management Information Systems and Risk Management & Insurance | GPA: 3.89

ACTIVITIES & AWARDS

- IT Assistant, Web Application Development at Fox School of Business, August 2022 – present
- Member, Temple Badminton Club, Fall 2018 – Present
- STEM Tutor, Temple University Student Success Center, January 2022 – August 2022
- Chinese Tutor, Temple University Student Success Center, January 2021 – August 2022
- Champion, The Winner Tournament Division D at Club28 Badminton Philadelphia, December 2021
- Teaching Assistant, Intermediate Accounting at Fox School of Business, August 2021 – December 2021
- Secretary, Ascend Temple Student Chapter, July 2020 – December 2021

TECHNICAL SKILLS

Data Visualization: Tableau Workbench, Airtable, Excel
Database Management: Airtable, SQL, MySQL, MongoDB, Excel
Cloud Infrastructure: Amazon Web Services (AWS)
Digital Design: Canva, Photoshop, Illustrator, MailChimp
Application Development: Javascript, JQuery, AJAX, JSON, HTML, CSS, Python

PROJECTS

Philadelphia Chinatown Development Corporation (PCDC), Philadelphia, PA

August 2018 – Current

Data Auditing and Analysis Intern, Annual Part-time

- Assess, deduplicate, and visualize 162,742 housing counseling client data for quality control throughout client reception lifecycle to ensure accurate and effective report to enable better decision making
- Remove data duplicates and normalize database using filters, group by, dedupe, and Airtable functions to support data analysis, recommending processes to prevent duplicate data entries in the future
- Leverage Airtable extensions such as Interface combined with Pivot Tables to communicate quantitative insights used in funding applications and in allocating resources to marketing versus recruiting

EXPERIENCE

Ernst & Young, Philadelphia, PA

June 2022 – August 2022

Enterprise Risk Consulting Intern

- Collaborated with 3 different engagement teams to identify key risks and monitor controls in client financial reports, and prepared client-ready presentation optimizing their SOX programs
- Gathered, cleaned, and analyzed data using Excel functions such as VLookup and CountIf, and shared results with internal audit leadership
- Tested 3 different types of SOX controls to ensure clients met regulatory and attestation requirements by cross-referencing client documentations and narrative documents

RSM, Philadelphia, PA

June 2021 – August 2021

Tax Intern

- Prepared tax documents to assist financial goals of clients based on updated real estate depreciation laws; created private equity workpapers and transferred client investment data to facilitate tax partner review
- Utilized Excel tools such as VLookup, filtering, absolute value, sum/if statement for efficiency
- Led a group of three people to compose and present an intern capstone project to firm leadership on what it takes to better serve clients, and showcase the intern's perspective

SKILLS & CERTIFICATES

- VITA Volunteer Basic Level Certification, March 2022
- Chinese Mandarin – Native