

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May

2027

Major: Management Information Systems

Selected Courses: Leadership and Organizational Management, Macroeconomic Principles, Quantitative methods for Business.

ACTIVITIES

Member, Temple Association for Information System

September 2023 – Present

Volunteer, CWF Philly Tax Assistance

December 2022 –

April 2023

EXPERIENCE

K&G FASHION SUPER STORE, PHILADELPHIA, PA

November 2021 – April 2023

Sales Associate

- Assisted in sales and addressed customer needs and inquiries regarding personalized styling for their financial needs, formal attire, and personal comfort for a nationwide corporation.
- Advised in technological troubleshooting and ensured accurate inventory management through managing the receiving of 100+ packages daily.
- Collaborated with a team of 7+ associates to boost sales, streamline organization, and customer assistance through interdepartmental communication regarding the customer experience.

SMS FINANCIAL SERVICES, PHILADELPHIA, PA

July 2023 – February 2024

Personal Assistance

- Facilitated in financial data entry, organizing customer data, and managing accurate bank statement information for a small financial planning company.
- Collected and organized real estate data to assess financial situation for company and personal needs.
- Compiled and sorted information on excel to ensure proper financial services.
- Aided in grading and assignment feedback for 60 students in a high school setting.

SKILLS

Software: Microsoft Word, Excel,

Languages: Intermediate Proficiency in Mandarin Chinese

Certifications:

NOCTI credential for Accounting-Basic

April 2023

