

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems | **Minor:** N/A | **GPA:** 3.75

Awards: Dean's List: Fall 2020–Spring 2021

Selected Courses: Selected Topics in Statistical Business Analytics, Marketing Management, Financial Accounting, Management Information Studies, Religion in Philadelphia, Intellectual Heritage

ACTIVITIES

Member, Temple AIS

January 2022- Present

Secretary, Sigma Psi Zeta Sorority Inc.

January 2022-Present

Treasurer, S.T.R.O.N.G

February 2021-December 2021

Volunteer, Metropolitan Area Neighborhood Nutrition Alliance

July 2021- Present

Member, Alumni of Central High School

June 2020- Present

EXPERIENCE

SILVERCARE HOMECARE, *Philadelphia, PA*

September 2021- Present

Team member: Personal aide

- Assist the elderly in their daily living activities such as housework and food preparation
- Develop interpersonal skills and communicated with client to deliver necessary needs
- Perform housekeeping duties and essential errands to uplift client's mood and mental health allowing them to have an normal daily life

PARIS BAGUETTE, *Philadelphia, PA*

July 2019 – August 2021

Team Member: Cashier and Barista

- Managed all drinks and product transactions for customers coming in cafe
- Prepared and packaged dozens of pastries for opening
- Performed thorough cleaning of the store during opening hours and at the end of the day
- Assisted 120+ customers each day with checking out and managed the POS with cash and credit card payments
- Addressed customer questions and concerns about products in a professional and friendly manner to increase customer satisfaction

SKILLS

Software: Proficient use of Microsoft Word, Excel, Google Drive, Google Sheets, Google Docs
Basic use of Photoshop, Basic knowledge of Salesforce

Languages: Proficient in Mandarin, Basic knowledge of French