

# YULUN SONG

1220 N Broad St. | Philadelphia | PA | 19121 | tel: 267-242-3981 | yulun.song@temple.edu

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## EDUCATION

TEMPLE UNIVERSITY, The Fox School of Business, Philadelphia, PA  
**Master of Science, Information Technology Auditing & Cyber Security**  
**Graduation: August 2017**

TEMPLE UNIVERSITY, The Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, May 2016**

**Major: Accounting, Minor: Management Information Systems**

President & Founder, Temple University Students Outdoor Club, April 2014- May 2016  
Vice President, Temple University Language Exchange Organization, May 2013-May 2016  
Event Planning Chair, TU Chinese Students & Scholars Association, April 2013-April 2014

## EXPERIENCE

Apartment @1220, Philadelphia, PA August 2015-Present

### **Accountant Assistant & Manager Assistant Intern**

- Collaborate with manager to audit monthly checks and e-payments in a 294-unit-apartment for 350+ residents
- Spearheaded the initiative to build database for all resident information; converted system from paper to Excel, updating database weekly to ensure efficiency and accuracy
- Train new resident assistants by teaching Yardi, a property management software and showing work processes, including steps to rent a unit, to audit payments and to organize paperwork
- Communicate with 15-20 residents daily and listen to their complains, and assist with payments and maintenance requests, and provide customer service to potential renters

Erco Ceilings, Inc., Glassboro, NJ September 2014-May 2015

### **Accountant & Estimator Intern**

- Built Excel bidding spreadsheet and proposals of suspended ceiling systems, window treatments, restroom and ADA accessories for business clients including commercial and residential customers for a local supplier and installer company
- Communicated with business clients by phone and email to review blueprints to clarify pricing and note requests in Excel for changes
- Reviewed weekly account payables by collecting and summarizing missing account information

New China Bookstore, Beijing, China May 2014-August 2014

### **Salesman & Accountant**

- Provided sales services and information to 300+ customers per day for a Chinese culture retail bookstore
- Audited over 800 bills per week and transferred them to the bank for security
- Organized thousands of books and Chinese culture merchandise and updated inventory database in Excel for changes to track incoming and outgoing products

## ADDITIONAL

Microsoft Office, MySQL, VMware, Rstudio, Piktochart, SAP  
Chinese-Mandrin-Native