Education

Bachelor of Art and Science December 2015

Dual Major: Economic and Business GPA:3.50 /4.0

Related courses: Intermediate Microeconomic and Macroeconomic; Apply Economics;

Introduction to International Finance; Introduction to Accounting; Introduction to Foundation Drawing; Introduction to Asian Art

**Honors**: Dean’s List and Beta Alpha Psi

**EMPLOYMENT EXPERIENCE**

**Pinjin Investment Fund Management Company** Beijing,China

Investment consultant Summer 2015

* Learned how to communicate well with customers
* Introduced finance products to customer
* Recorded notes and performed simple procedures of the public & private businesses counter
* Gained understanding and knowledge of stocks

**Fen Die Rui Shi Haute Couture** Beijing,China

Sale Assistant Summer 2014

* Sold clothes and communicated with customers
* Performed simple sewing and ornamenting on clothes
* Translated written information from Chinese to English
* Purchased clothes materials at market
* Analyze and model customer needs and tasks, considering environment use

**No. 1 Middle School of Luzhou** Sichuang,China

Mathematics Teacher Assistant Summer, 2013

* Helped instructors reviewing students’ homework assignments
* Proctored exams for 35 students on the subject of differential and integral calculus
* Assisted student solving calculus problems

**OTHER WORK EXPERIENCE**

**SBC International Cinemas** Beijing,China

Ticket Seller and Food Concierge Summer, 2012

* Responsible for selling and organizing tickets for two cinemas
* Managed food courts’ demands (popcorns and drinks)
* Completed ticket orders that were submitted online
* Made weekly working reports for meet purposes

**ACTIVITIES AND LEADERSHIP**

**Pittsburgh Chinese Church Oakland Community** January 2014-April 2014

**Pitt-Bradford Language Exchange Club Fundraising** January 2013-April 2013

**Pitt-Bradford Asian Culture Association** September 2012- April 2013

* **Ping-Pong Tournament**

**KEY COMPETENCES AND SKILLS**

Microsoft Office; Chinese; Teamwork; Communication; leadership; Customer service