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|  | **Bradley Lai** | | |  |  |  |  |  |
| 3760 S. Figueora Street, Apt 512 | Los Angeles, CA 90007 | |  | (626) 297-5614 |  | bradleyl@usc.edu | |  |
|  |  | |  |  |  |  |  |  |
| **EDUCATION** |  | |  |  |  |  |  |  |
| **University of Southern California** |  | |  |  |  | Los Angeles, CA | |  |
| Bachelor of Science, Business Administration | | |  |  |  | *May 2015* | |  |
| Cumulative GPA: 3.60 | |  |  |  | **Dean’s List:**  **(2 Semesters)** | | |  |
| Member of Alpha Lambda Delta National Honor Society | |  |  |  |  |
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**WORK EXPERIENCE**

**Boba 7 Los Angeles, CA**

**Business Development Intern November 2012-Present**

* Identify potential opportunities for expanding customer base.
* Brainstorm ideas for improving daily operations of business.

**Ernst & Young Shanghai, China**

**Intern June 2010 – July 2010**

* Worked with audit teams for clients including Danon, Chopard, and Sino Waters.
* Attended and recorded meeting minutes between audit team and clients.
* Provided translation services for local based audit team to facilitate client communication.

**Madison Shanghai, China**

**Intern June 2011 – July 2011**

* Provided translation service to English for the staff.
* Worked with the kitchen to liaise orders with the waiting staff.

**Cigna Worldwide Insurance Company Hong Kong**

**Contract Administrator/Team Leader June 2012 – August 2012**

* Attended meetings with brokers and obtained feedback for new product development.
* Managed relationships with Cigna Hong Kong’s biggest broker partner, Altruist.
* Leader for intern project regarding workflow documentation that was presented to Executive Council of Regional Office.

**LEADERSHIP**

**Alpha Phi Omega** **Los Angeles, CA**

***Pledge VP of Fellowship, Philanthropy Co-Chair*****September 2012- Present**

* Responsible for planning and execution of Chapter-wide Fellowship event.
* Plan multiple large scale Philanthropy events to engage and benefit the local community.

**USC Badminton Club** **January 2012 – Present**

***Vice President***

* Oversee team practices for around 55 members and manage a $3000 budget for club and team use
* Schedule tournaments with other colleges in the Southern California Collegiate Badminton League (SCCBL)

**SAS Varsity Badminton**

***Co-Captain***

* Helped supervise training for team members for both Varsity and Junior Varsity.

**COMMUNITY SERVICE AND ACTION**

**Good Karma Cafe** **Los Angeles, CA**

***Volunteer*****May 2012-Present**

* Help set-up and take down the dining area.
* Prepare and serve food to guests.

**PROFESSIONAL SKILLS**

**Software Skills:** Proficient in MS Excel, Word, Powerpoint, Outlook, Adobe Photoshop, Windows/Macintosh O.S. **Languages:** Fluent in English and multiple dialects of Chinese, including Mandarin, and Cantonese