

William Sun

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EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK
Bachelor of Science in Business Administration, Expected 12/2020
Concentration Finance
GPA: 3.6/4.0

EXPERIENCE

Private Tutor Taipei, Taiwan
High School and Middle School Tutor 09/2014 – 06/2016

- Mentored 3 students in high-school level English, 2 students in middle-school level mathematics
- Succeeded in ensuring students are consistently scoring in the top ten percentiles in their classes
- Prepared students for TOEIC (Test Of English for International Communication), which they all passed with above average scores

Chinese Culture University Taipei, Taiwan
Teaching Assistant 09/2016 – 06/2018

- Acted as a liaison between the instructor and students and answered questions through email
- Uploaded students assignment scores into a Microsoft Excel spreadsheet and averaged the scores at the end of the semester

ACTIVITIES

Soochow University Taipei, Taiwan
Student Athlete, Division II Tennis 08/2017 – 06/2018

- Attended practice every day while maintaining a 3.6 GPA and taking 20 credits a semester
- Received an invitation to the national single and doubles tournament

Soochow University Taipei,
Taiwan

International Volunteer Club (SCUIV)

09/2016 – 01/2017

- Maintained SCUIV's Facebook account up to date by providing daily updates and responding to those reaching out to the club
- Hung up flyers and advertised to students via word-of-mouth in an attempt to help the club grow

SKILLS

- Computer: Microsoft Word, PowerPoint, Excel
- Operating Systems: Windows 7, Windows 10, Mac OS
- Native Proficiency in Mandarin Chinese. Elementary Proficiency in Native Taiwanese