

TONGJIE YU

Seeking a full time employment starting from September 2020

🏠 Feb 10th 1993 @ tyu@alliant.edu ☎ +1 858 257 8816 📍 San Diego, California, U.S.A.
🌐 [linkedin.com/in/tongjie-yu-9b6a851a2](https://www.linkedin.com/in/tongjie-yu-9b6a851a2) 🔗 <https://aliceyu68.github.io/tongjie-yu.github.io/>

🎓 A graduate student in the Master of Business Administration, concentrating on marketing and business.



WORK EXPERIENCE

A BOWL INC

Account Manager

📅 March 2020 – until now 📍 San Diego, CA

- Assisted owners to manage operations of the company and various functional departments and coordinated internal relations of various departments
- Communicated potential opportunities in the market to clients and reviewed business results with shareholders via regular meetings
- Obligated for other emergency situations when the shareholders' absence and inspected the work content to improve the work efficiency
- Formulated, improved and implemented the company's operation process and rules and regulations, and put forward positive suggestions for reference

INTERNSHIP

JAY TEA HOUSE INC

Assistant Manager

📅 November 2017 – November 2018 📍 San Diego, CA

- Led our team to break the record of the monthly profits on August, it was more than 15% of the business volume on June of the same year 2018
- Responsible for writing summary reports, document drafting, correspondence, information release, business plans, project analysis reports
- Recorded monthly cost to create a suitable pricing scheme that increased customer satisfaction of both products and service about our company
- Evaluated and compared the relative quality and quantity of various goods, analyzed the marketing trends by following their sales activities

TASTY NOODLE HOUSE INC

Supervisor

📅 November 2017 – November 2018 📍 San Diego, CA

- Organized and led worker training programs, including hiring and evaluating new staff, resolving personnel schedule
- Managed the profits and loss and other related financial aspects for the center ensuring optimal facility operations
- Developed new customer development strategies to capture market channels and increase client penetration
- Provided investment strategy and developmental advisory service to external partners and assisted internal executives with project optimization

EDUCATION

Alliant International University

Master of Business Administration

📅 January 2019 – March 2020 📍 San Diego, California, U.S.A.

– GPA: 3.81



COURSES & TRAINING

HarvardX

Leaders of Learning

📅 April 2020 📍 Online Course

– Certificate



ACHIEVEMENTS



Scholarship

Granted student scholarship



Excellent Staff

Voted as a good employee when working in A Bowl INC



Academic Excel

Ranked top with full marks in following courses, including

- Organizational Behavior and Global Leadership
- Strategic Analysis and Modeling for Business
- Marketing Research and Data Analytics
- Financial and Accounting Management
- Operations Management and Logistics
- Project Management
- Strategic Management

SOFT SKILL

Leadership

Operations Management

Teamwork

Emergency treatment

Work Ethic

Decision Making

Highly Responsible & Reliable

PROFESSIONAL SKILL

- Network Techniques
- Operations Administration
- Proficient in Office Software
- Data Analysis
- Strategy Research & Analysis
- Administration Skills
- Supply Chain Management
- Strategy Risk Assessment
- Business Strategy
- Market Analysis
- Business Communication Skills

LANGUAGES

Mandarin
English
Cantonese



OTHERS

- Driving License – C