

# ZUHAO MEI

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## EDUCATION

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### New York University

*B.S. in Mathematics*

*Minor in Business Studies*

**New York, NY**

*Expected May 2021*

- **Relevant Coursework:** Financial Accounting, Management and Organization, Data Structures and Algorithms, Linear Algebra

### Xi'an Gaoxin No.1 High School

*Senior High School Diploma*

**Shaanxi, China**

*Sep 2014 – May 2017*

- **Honors:** Distinction in Canadian Mathematics Competition, Excellent Delegate in UMUNC Model United Nations, Brilliant Graduate Award by Xi'an Gaoxin No.1 High School

## WORK EXPERIENCE

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### Food Bank for New York City

*Tax Preparer*

**New York, NY**

*Jan 2019 – Apr 2019*

- Completed IRS tax training and obtained IRS tax certification
- Friendly communicate with customers, accurately carry out and record customers' financial and tax information
- Helped returning over \$35,000 in refunds to low-income New Yorkers

### NYU Bookstore

*Retail Associate*

**New York, NY**

*Nov 2018 – Jan 2019*

- Communicated with up to 50 customers a day and courteously resolved customers' dissatisfaction, if necessary
- Reorganized clothing displays to attract new customers and contributed to the overall ambiance of the sales floor
- Operated cash register, while simultaneously handling cash and credit card transactions of up to \$800 a day, and answering customers' questions effectively

### Bank of China

*Operations Assistant*

**Shaanxi, China**

*Jun 2016 – Aug 2016*

- Executed customer transactions, including deposit, withdrawals, money orders and checks
- Followed company procedures to maintain work environment in a neat and orderly condition
- Communicated operational issues and changes to supervisor on regular basis
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problem

## EXTRACURRICULAR ACTIVITIES

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### Chinese Mei Society

*Secretary*

**New York, NY**

*Sep 2018 – Present*

- Keep records of CMS's accomplishment and activities and constantly updated the records
- Create, organize and coordinate marketing campaigns via social media platform
- Maintain communications with other E-Board members, and NYU alumni
- Document attendance of each event for the purpose of raising funds from the university, and analyze club growth

### Net Impact

*Member*

**New York, NY**

*Jan 2019 – Present*

- Participate in the consulting roundtable discussion
- Analyze and solve the problems startups currently facing during the weekly meeting
- Attend the panel brought by top consulting companies

## SKILLS & INTERESTS

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**Languages:** Mandarin (native)

**Skills:** Python, Excel, PowerPoint, Photoshop, Premiere Pro, Lightroom

**Interests:** Digital Photography, Video Production, Clarinet, Hip-hop Music, EDM