RUJUN DAI

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EDUCATION

University of Maryland College Park, Robert H. Smith School of Business, College Park, MD   December 2017
Master of Science in Information Systems   GPA: 3.79/4.00

Indiana University Bloomington, Kelley School of Business, Bloomington, IN   2016
Bachelor of science, Majors: Information Systems; Supply Chain Management   GPA: 3.397/4.00

EXPERIENCE

JinkoSolar Co., Ltd, Haining, China   2015
SAP Master Data maintenance specialist (1 month)
- Oversaw 1000 company's SAP master data including customers, suppliers and material; provided accurate and updated data for other departments.
- Conducted over 30 data supports for internal and external users daily, including add, delete, create and edit to avoid data redundancy and to ensure data integrity.
- Facilitated 2 colleagues to analyze requests from 200+ customers for data updating and presented to IT manager.

Housing Accumulation Fund Center, Haining, China   2014
Database Administrator (1 month)
- Catalogued and inspected accumulation fund applications over past 10 years, decreasing error rate by nearly 6%.
- Recorded more than 1000 key files in database and developed access permissions to ensure information safety.
- Cooperated with 3 IT department colleagues to publish emergency manual for recovering database incase abnormal circumstance occurred.

Arcelormittal Case Competition, Chicago, IL   2013
Award: Top Four
- Led team of 5 to investigate significant positive correlation between diversity culture and business success; created campaign for almost 700 surrounding senior high school Latino students.
- Performed an excellent presentation among 170 teams; won Top Four and be invited to Arcelormittal Headquarter in Chicago to display team effort to company's management team.
- Enhanced effective networking and interpersonal skills during social events with 10 Arcelormittal Vice Presidents and managers.

VOLUNTEER EXPERIENCE

University of Maryland College Park, College Park, MD   2016
Smith Master Student Association (SMSA) Ambassador
- Organized the second Smith school basketball tournament successfully with other 5 ambassadors, including marketing, court reservation, player arrangement, food and drink preparation.
- Promoted unity among 32 players and enhanced personal ability to organize and coordinate.

Indiana University, Bloomington, IN   2014
Peer Tutor (4 months)
- Selected as peer tutor for course in advanced Excel; mentored 50+ undergraduate students to learn Excel skills, follow lecture content and solve various tasks twice a week.
- Collaborated with other 5 tutors to assist professor and teaching assistant to demonstrate Excel functions, monitor examinations; achieved advanced communication and teaching skills.

Haining Professional Swimming Team, Haining, China   2014 - 2016
Swimming Trainer
- Implemented professional swimming skills for children at Haining Gym for 2 months in summer.
- Identified and customized training lessons, safe instructions, enjoyable and motivated environment; accomplished 95% satisfaction from both children and parents.
- Instructed 50+ children for three consecutive years; strengthened sense of responsibility and problem solving skills.

ADDITIONAL INFORMATION
- Language skills: SQL, VBA, VB, R, HTML, Python
- Technical tools: Visual Studio, Oracle SQL developer, Microsoft SQL Server, Microsoft Access, Tableau
- Hobbies: Swimming, Cooking, Travelling, Guzheng (Chinese traditional instrument)