

SUMMARY OF QUALIFICATIONS

- Bilingual fluency in Mandarin Chinese and English, also an influential leader in the Houston Chinese community
- Strong skills in utilizing Google cloud applications to lead, manage, and organize projects
- Experienced at large scale project management for service projects and other similar events
- Strong leader who is financing education through continued employment while managing time for extracurricular

EDUCATION

C.T. Bauer College of Business, University of Houston **Houston, Texas** May 2020
Bachelor of Business Administration in Management Information Systems and Marketing

EXPERIENCE

Chinese Community Center – Event Coordinator **Houston, Texas** Aug. 2009 – Present (Periodically)

- Recruited, trained, and managed 100+ student volunteers during annual cultural events for 15,000+ attendees
- Oversaw and managed inventory of 40+ booths and planned logistics on how each booth is operated
- Coordinated communications and planning with recruiters for each volunteering roles during events and set-up
- Acting liaison for the Greater Houston area between the volunteers and the event chairs

Greater Houston Pool Management- Manager **Sugar Land, Texas** May 2013- Sept. 2015

- Promoted to manager after 2 years
- Arranged working schedules for 12 other guards and facilitated bi-monthly CPR, AED, and Lifeguard reviews
- Maintained a clean and safe pool environment for about 100 patrons at a time
- Managed operations of 3 different pools while ensuring the safety of the facilities

Dance Marathon – Co-Chair **Houston, Texas** Aug. 2012 – May 2013

- Utilized marketing strategies such as targeted flyer distribution, social media ad placements, guerilla marketing, and word of mouth to raise more than \$10,000 in tickets and sponsorships for Texas Children Hospital Miracle Network
- Led monthly meetings to update, plan, and execute prior established monthly directives
- Sought out potential business and cooperates for sponsorship of cash, food, or gift card donations
- Recruited and organized entertainment; formulating performance agenda, raffles, and other activities

ACTIVITIES

Clements High School Key Club - President, Lieutenant Governor E.A. Aug. 2015 – May 2016

- Organized region wide meetings, socials, and events with over 2,000 members from 12 different schools
- Acted liaison between the district and national level, co-founding a Harmony School of Science Key Club
- Created agenda and hosted bi-weekly meetings to update, plan and execute on new fundraising or service projects raising over \$500 for non-profits such as UNICEF and Children Miracle Network.
- Delegated duties and tasks for club fundraisers, volunteering, and service projects and increased membership 150%

Overseas Community Affairs Council - English Teaching Volunteer Service Program, Taiwan Jun. 2015 – Jul. 2015

- Created a two-week English teaching plan for Taiwan's educationally disadvantaged school of over 350 kids to increase their knowledge of the English language and American culture
- Attended two week-long leadership training and cultural enrichment as a live-in teacher

Fort Bend Shape Up - Co-Chair Jan. 2011 – Aug. 2016

- Coordinated district-wide and after-school programs for the less fortunate to promote an healthy and active lifestyle
- Recruited and managed volunteers for many City of Sugar Land fitness programs with an average of 200+ attendees

HONORS AND AWARDS

H&R Block Budget Challenge Grand Prize Winner May 2016

- Placed first over 150,000 students and named the "most real world ready" in financial literacy by H&R Block winning \$120,000 in scholarships

Youth Expanding Services May 2016

- Logged over 1000+ service hours over the course of four years through various organizations and volunteering events such as Houston Food Bank, Chinese Community Center, and Red Cross

DECA National Qualifier Apr. 2015 and Apr. 2016

- Placed in the top 5 two years in a row out of 200,000 teams for the Stock Market Challenge