**Yu (Yuna) Ouyang**

**Missouri City, TX, 77489**

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**https://www.linkedin.com/in/yuouyang**

**EDUCATION**

C. T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in **Management Information System** Fall 2017

Bachelor of Business Administration in **Accounting** Fall 2017

**Cumulated G.P.A. 3.12**

**HONORS**

The National Society of Collegiate Scholars 2011

Dean’s List Fall 2012, Fall 2014

**WORK EXPERIENCES**

**Foxconn Corporation**

Accounts Payable Clerk September 2015-Current

* Use information system to process an average of $1.5 million for a large-scale organization
* Verification and process of transactions with 100% success rate
* Consult with organization to improve the excel database

**Forester Terri's Law Firm**

Administrative AssistantJanuary 2015-March 2015

* Provided translation services for more than five documents
* Served as the client liaison to mediate discussions
* Answered a high volume of phone calls and email inquiries on a timely basis

**Chi Japanese Cuisine**

ServerJuly 2013**-**March 2015

* Utilized computerized distribution system on P.O.S (points of sale) for order entry, order editing and cash or credit payment

**Flea Market**

EntrepreneurJune 2014-August 2014

* Drafted monthly income statement, balance sheet and cash flow financial statements
* Marketed, and sold a full range of color sand products
* Reviewed total revenue ($2,000) and activity reports to measure productivity and achieved company performance targets for this period

**Elite Physiques**

Accounting AssistantJune 2013-December 2013

* Implemented QuickBooks accounting system to reflect accurate financial records

**SKILLS**

Fluent in English, Cantonese and Mandarin

Microsoft Office, Translation software tool, JAVA, SQL, QuickBooks, Word Press, MS Visio, JavaScript

**ACTIVITES**

* Management Information System Student Organization
  + **Media Officer, Finance Committee**  Spring 2014-Current
    - Supervised the post-production process, including watermark, filter and color correction
    - Implemented Photoshop image-editing software to create banner for MISSO website
    - Generated invoices upon receipt of billing information and tracked collection progress
* **Protiviti Summer Leadership Program Summer 2015**
  + Participated in a case study with a team, and presented solution to the professionals
  + Interacted with professionals to learn about the culture, people, and different services line of the firm
* Houston Food Bank, Volunteer

**Projects**

* YUNA.PIGU Website: <http://yunaapps.azurewebsites.net>Current
  + Developed and designed the layout and the overall look of a “dog friendly” website by using word press
  + Ensured website is user-friendly and interactive
* Flight Doraemon Mobile App Current
* Troop Morale Center, Volunteer Current
  + Business Analysis
    - Translate business goals, feature concepts and customer needs into prioritized product requirements
    - Analyze market trends to understand opportunities and potential value