



# ZIFEI QU

## Contact:

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San Diego, CA 92092

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## ACADEMIC ACHIEVEMENT

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- University of California San Diego, Bachelor of arts
- GPA average : 3.942

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## WORK EXPERIENCE

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### CITIC bank - Bank assistant

Jinan, China • 01/2020 – 01/2020

- Assisted customers by phone and in person by answering banking questions and recommending solutions.
- Opened new accounts and served existing customers based on individual financial needs.
- Set up and operated mechanical and manual tools and equipment.

### UCSD Recreation – Scheduling Assistant

San Diego, CA • 09/2022 – Current

- Managed schedules of students and school employees' organizations to keep every event properly reserved.
- Communicated schedule changes to appropriate department personnel and other ancillary areas.
- Email or call individuals to complete documents, case histories or forms.
- Completed timely changes and updates to schedules in central scheduling system.
- Investigate carefully on each from customers for request account or reservations.

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## SKILLS

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**Language skill:** proficient in English,  
Mandarin, fluent in English communication.

**Professional skill:**

- proficiency in Website develop Tools-HTML, CSS, Javascript.
- Learned basic Java
- Having simply accounting ability

**Office skill:**

- Microsoft word, Power Point, Excel
- Fast learner
- Strong communication
- Strong interpersonal skill and ability to work independently or as part of a team