

# NOBORU BAI

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## EDUCATION

<b>The University of Texas at Austin</b>	Bachelor of Business Administration, Management Information System Minor: Chinese Overall GPA: 3.01	May 2021
<b>Tsinghua University</b>	Study Abroad in Beijing, China	January 2020

## EXPERIENCE

**Architectural Surfaces Group – Sales Operations Intern;** Austin, TX June 2019 – August 2019

- Graphed data from business intelligence software to increase sales forecasting accuracy
- Standardized cost for materials to decrease the possibility of a low sales margin

**University of Texas at Austin – Student Associate;** Austin, TX February 2019 – May 2019, January 2020 – May 2020

- Directed the preparation of meeting rooms to increase group efficiency
- Resolved inquiries and manage incoming calls to reduced confusion within the office

**China Minsheng Bank – International Trade Intern;** Shenzhen, China June 2018 - July 2018

- Classified documents for ease of access and usage to allow co-workers to focus on different jobs
- Translated documents from international exporters and importers to reduce misunderstanding by co-workers

**University of Texas at Austin – Japanese Teacher's Assistant;** Austin, TX August 2017 - May 2018

- Collaborated with the professor and other TAs in developing teaching methods to increase learning efficiency
- Revised student's assignments to reduce future mistakes and increase their understanding of Japanese

## LEADERSHIP EXPERIENCE AND ACTIVITIES

**The Austin Meal Movement – Financial Director** January 2020 – May 2020

- Planned tabling events and increased org budget for the following semester by over \$200
- Budgeted expense for the remainder of the semester to reduce overspending

**Undergraduate Kinesiology Research – Research Assistant** March 2019 – May 2019

- Conducted tests on over a dozen subjects to read their muscular motion and vibration
- Scouted subjects to take part in the research for the most accurate results

**Texas Austin Meal Movement – Restaurant Industry Analyst** September 2018 – May 2019

- Invited local restaurants to attend meetings as presenters
- Communicated with other branches to organize events to raise fund for TAMM and increased the budget by 5% for next semester

**Asian Business Student Association – LAUNCH Committee** August 2017 – March 2018

- Collaborated with four other committee members to increase the number of speakers to taking part in the conference
- Organized activities between members and advertise the event and increased student involvement by roughly 15 %

## HONORS

- Tsinghua Chinese Bridge Competition – 2<sup>nd</sup> Place November 2019
- Boy Scout – Eagle Scout June 2016

## ADDITIONAL INFORMATION

**Computer Skills:** MS Excel, Word, PowerPoint, Oracle SQL, Tableau, CSS, HTML, Phocas, Sugar CRM, Python, ARENA, R, SAP ERP

**Certifications:** Microsoft Office Specialist Certification (2013), Boy Scouts of America Japanese Translator

**Languages:** Fluent in Japanese, Basic Knowledge in Chinese

**Interests:** World History, Tennis, Violin

**Work Eligibility:** Eligible to work in the U.S. with no restrictions