

NOBORU BAI

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EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Management Information System Minor: Chinese Overall GPA: 3.12	May 2021
Tsinghua University	Study Abroad in Beijing, China GPA: 3.64	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 – 2nd 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