

NOBORU BAI

noborubai@utexas.edu

EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Management Information Systems Chinese Minor Overall GPA: 3.0	May 2021
Tsinghua University	School of Economics and Management Beijing, China	January 2020

EXPERIENCE

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

Undergraduate Kinesiology Research – Research Assistant March – 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 to develop understanding between members and advertise the event and increased student involvement by roughly 15 %

Boy Scouts of America – Eagle Scout (June 2016) August 2010 - December 2016

- Planned and led 20 younger scouts in an eagle scout project that created an outdoor meeting area at the local wildlife interaction center
- Contacted instructors and organized workshops that taught younger scouts essential scouting skills
- Acted as a mentor for six younger scouts from the rank of the basic Scout to final Eagle rank

HONORS

- Tsinghua Chinese Bridge Competition - 2nd Place November 2019

ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, Python, Phocas Software, Sugar CRM, SAP ERP, R, ARENA Model, SQL, Tableau

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

Languages: Native level Japanese, intermediate level Chinese

Interests: World History, Tennis, Violin

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