

NOBORU BAI

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2220 Leon St. • Austin, TX • (281) 836-1455

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
<ul style="list-style-type: none">Graphed data from business intelligence software to increase sales forecasting accuracyStandardized cost for materials to decrease the possibility of a low sales margin	
University of Texas at Austin – Student Associate ; Austin, TX	February 2019 – May 2020
<ul style="list-style-type: none">Directed the preparation of meeting rooms to increase group efficiencyResolved inquiries and manage incoming calls to reduced confusion within the office	
China Minsheng Bank – International Trade Intern ; Shenzhen, China	June – July 2018
<ul style="list-style-type: none">Classified documents for ease of access and usage to allow co-workers to focus on different jobsTranslated 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
<ul style="list-style-type: none">Collaborated with the professor and other TAs in developing teaching methods to increase learning efficiencyRevised student's assignments to reduce future mistakes and increase their understanding of Japanese	

LEADERSHIP EXPERIENCE AND ACTIVITIES

The Austin Meal Movement – Financial Director	January – May 2020
<ul style="list-style-type: none">Planned tabling events and increased org budget by over \$200Budgeted expense for the remainder of the semester to reduce overspending	
Undergraduate Kinesiology Research – Research Assistant	March – May 2019
<ul style="list-style-type: none">Conducted tests on over a dozen subjects to read their muscular motion and vibrationScouted subjects to take part in the research for the most accurate results	
Texas Austin Meal Movement – Restaurant Industry Analyst	September 2018 – May 2019
<ul style="list-style-type: none">Invited local restaurants to attend meetings as presentersCommunicated 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
<ul style="list-style-type: none">Collaborated with four other committee members to increase the number of speakers to taking part in the conferenceOrganized activities between members and advertise the event and increased student involvement by roughly 15 %	

HONORS

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| • Tsinghua Chinese Bridge Competition – 2 nd Place | November 2019 |
| • Boy Scout – Eagle Scout | June 2016 |

ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, Python, Phocas Software, Sugar CRM, SAP ERP, R, ARENA Model, SQL, Tableau, HTML 5, CSS 3, Bootstrap 4

Certifications: 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