**Weiqian Peng**

Mobile: (510) 967-7543 | Email: Werchannq29@gmail.com

# EDUCATION

**College: Laney College, Oakland CA**

Major: Business Administration GPA: 3.9

**Relevant Coursework**: Statistic, Economic, Mathematic (Calculus), Financial Accounting.

# PROFESSIONAL EXPERIENCE

**Music Land school of music School Assistant *November 2020 – present***

* Dealing with the school teachers and students' class schedules, replying emails and answering phone calls.
* Communicate with parents and skilled in dealing with the relationship between instructors, parents and students. Maintaining the normal operation of school affairs and courses.

**Pacific Home Decor Cashier *June 2020 – November 2020***

* Sorting out company receipts and annual bills
* Checking the outgoing, shipping and sales bill of the company warehouse goods

# LEADERSHIPS

**Public Relations Department student association – President *September* *2018– June 2019***

* Assist school leaders to raise funds and sponsorship for school activities, develop proposals, and contact sponsors to discuss sponsorship projects. Managed to participated in the planning of school sports meeting, festival party and other activities of the sponsor contact and docking
* Train and guide new members, lead new members to practice and plan activities
* Manage the operation of the organization and hold regular meetings to discuss progress

**Guangdong Zhongshan Blue Angel volunteer Organization *June 2017 – June 2018***

* Participated in the volunteer activities organized by assistance, the main service group is over 60 years old with poor family environment and inconvenient health. Regularly follow the organization to participate in volunteer activities held by the community.
* Assisted in organizing and planning community children's summer camps. Daily work is to guide children to participate in learning and activities.