

Housing Department Database Administrator Intern Housing Department Database Administrator
 Intern Temple University, Fox School of Business Philadelphia, PA Beta Alpha Psi International
 Honor Student in the fields of finance and information systems (2019) Ascend Temple Chapter
 Candidate to participate academic and professional career enhancing opportunities events (2019)
 Work Experience Housing Department Database Administrator Intern Urban League of Philadelphia
 - Philadelphia, PA January 2019 to Present Managed and maintained data entry of 1000+ intake
 forms for housing computer systems Collected and closed out 50+ customers related files every
 week, ensuring to meet their demands Interviewed and followed up with 35+ clients to conduct
 business housing requirements Pre-talked with 20+ clients and match them to appropriate
 counselors Marketing Analyst Intern NorthStar Career - Philadelphia, PA May 2018 to December
 2018 Gathered job openings and categorized them into 6 industries, increasing the searching time
 by 50% Created 50+ service line deck for consulting, finance, and technology companies using
 PowerPoint Designed 10+ posters to advertise different training packages, and discount and
 promotion plans Volunteer Tutor Confucius institute of Temple University - Philadelphia, PA
 September 2016 to September 2018 Conducted 10+ hours' customized tutoring per week for
 students in Chinese language courses Guided students' Chinese pronunciation and taught them
 grammar and sentence structure, which improved student's grades by 25% during the first semester
 Organized 5+ activities like Calligraphy exhibition and Mid-Autumn Festival activity, serving more
 than 100 participants and helping American students better understand Chinese culture Volunteer
 Penn Museum - Philadelphia, PA October 2016 to October 2016 Collaborated with 10 organizers in
 the festival for international students to check more than 700 guests' registration and ensure
 smooth entry to auditorium Communicated with 15 sponsors and explained them the cultural
 performance achievements that international students have achieved TECHNICAL & LANGUAGE
 Advanced in MS Office (Excel, PowerPoint, SharePoint, Outlook), RStudio, Tableau, SQL, and
 CAD Language: Trilingual in English, Mandarin and Cantonese ADDITIONAL Interests:
 Running, Travelling, Chinese Cuisine, Mountain Climbing, Cimbalom Education Bachelor's in
 Finance & Business Analytics Temple University, Fox School of Business - Philadelphia, PA August

2016 to January 2020 Skills MYSQL, Spss, Tableau, Powerpoint, Excel, Rstudio

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