

XINGYUN (SYLVIA) YU

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EDUCATION

Baruch College/CUNY, Zicklin School of Business

New York, NY

Bachelor of Business Administration in Finance

Expected Jun. 2021

Minors: Mathematic and Real Estate

Overall GPA: 4.0/4.0

Queens College

New York, NY

Awards: Dean's List (Fall 2017), Provost Scholar (2017 - 2018)

Sep. 2019 - Dec. 2018

EXPERIENCE

H&H Medical PC

Flushing, NY

Front Desk Receptionist

Jan. 2019 - Present

- Organize and schedules numerous different registration and appointments
- Verify each patients' insurance and eligibility benefits to ensure that they can be seen by the doctor
- Communicate with three patients simultaneously to address concerns, answer questions, and to provide quality service

Queens College Music Library

New York, NY

Front Desk

Sep. 2017 - May 2018

- Performed routine library services such as checking out books, periodicals, CDs and other materials, shelving and assisting with interlibrary loan
- Provided quality customer service regarding the circulation of library resource with supervisors
- Performed interlibrary loan and mail-runs once a week
- Contributed in searching donated books in library database and classified in different categories

Great Wall Supermarket

Flushing, NY

Cashier

Jul. 2017 - Aug. 2017

- Greeted and assisted customers with purchase and product information
- Ensured goods price while scanning some special promotion items, and provided packing service
- Handled cash, credit, debit, EBT and gift card transactions, as well as returns and exchanges

The Cooper Union Summer STEM

New York, NY

Program Participant

Jul. 2016 - Aug. 2016

- Designed and built a four-part Rube Goldberg model in six weeks
- Worked with recycled materials to build the machine
- Exhibited the team machine in a final presentation

Charles B. Wang Community Health Center

New York, NY

Volunteer

Nov. 2015 - May 2016

- Actively participated in bi-weekly meetings of the Bilingual Teen Advisory Committee
- Helped evaluate and revised health-related materials and programs
- Wrote and published a teen newsletter in both Chinese and English that investigated topics such as health, immigration, and how to best support new immigrants

SKILLS

Computer: Proficient in Microsoft Suite (Word, PowerPoint, Excel, Outlook)

Language: Fluent in Mandarin and Fuzhou

Interests: Table Tennis (Played in PSAL Table Tennis Championship in 2017)