

EDUCATION

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

May 2019

Bachelor of Arts in Economics with second Major in Information Science, Chinese Minor

GPA 3.46

HONORS & AWARDS

- Ethel Crawley Memorial Education Fund Scholarship – 4 years of full tuition and board
- First-Generation College Student; Achieve Carolina Scholar
- Dean's List – 2 semesters

WORK EXPERIENCE

Pen & Lin Wood LLC – Apex/Cary, NC

Nov 2015 – Present

Real-Estate Company which manages properties, tenants' contracts, and landscaping

Management Assistant Intern

- Manage 50 units of tenants' billing information using Excel spreadsheets and portfolios
- Create business letters to tenants regarding repairs, debts, and notices which saved the owners more than \$1000
- Market vacant houses for rent, finding tenants within two weeks of advertising

Duke University Summer Session– Durham, NC

Jun 2017 – Aug 2017

Admin Staff/ Department of Logistics/ Office Assistant

- Managed the ordering and receipt of products and maintained computerized record of all supplies and use rates
- Optimized operations through multi-tasking and creating systems of organization using Dropbox, folders, and Excel
- Translated for Chinese students/ parents internationally and domestically; transcribe letters into Chinese

UNC Environmental Sciences and Engineering – Chapel Hill, NC

Jan 2016 – May 2016

Billing Assistant

- Devised data entry templates using Excel spreadsheets and portfolios improving efficiency by 33%
- Calculated the cost of different scientific quantum machines for clients; Updated billing using InfoPorte software
- Coordinated with clients by recommending different bundle options and reminding clients of payment deadlines through professional emails which resulted in promptly payments

LEADERSHIP AND COMMUNITY INVOLVEMENT

Undergraduate Business Technology Club, Treasurer, Chapel Hill, NC

May 2017 – Present

- Coordinate with local business owners to fundraise for enrichment events for the Fall semester
- Manage the annual budget of \$500 by allocating funds to club activities such as speakers and fees from Apple, and MBA, and reimbursements to members

Financial Literacy Initiative Club (FLI), Technology Chair, Chapel Hill, NC

Mar 2016 – Present

- Manage FLI Facebook, UNC website, and club webpage, utilizing skills such as CSS and HTML
- Market club to students and increased membership by 30%
- Collaborate with Coastal Finance Company to plan future events for students who want to learn more about budgeting

Service and Leadership RLP, Student Leaders, Chapel Hill, NC

Aug 2015 – May 2016

- Volunteered 50+ hours at Carolina Cupboard, Ronald McDonald House and UNC Community Garden
- Researched, created, and taught peers the significant roles that art and music play in causing social change
- Learned and implemented personality styles and conflict strategies in simulations

ADDITIONAL INFORMATION

- Fluent in Mandarin Chinese; Bilingual Proficiency in Fuzhou Dialect
- Technical: Microsoft Office Specialist Certification in Word and PowerPoint; Proficient in Microsoft Excel
- Certified in Financial Literacy, CPR, Bloomberg Market Research Concept
- Programming: HTML, CSS, Java, Strata, Adobe Illustrator
- Interest: Webpage Development, Online Gaming, Wall Street Journal