

# **Zeyu Wang**

T 617-312-3165

Zwang96@asu.edu

## **Education**

**Arizona State University, 2013**

Global Studies BA (GPA 3.51)

Clubs/Organizations

- Alpha Delta Phi Fraternity  
*President/Founding Father of ASU Affiliate* November 2010 – May 2012
  - As the founding president of the Arizona State Affiliate coordinated the harmonization of the society and drafted its first constitution
  - Built and recruited the first ten members of the organization
  - Managed over forty members of the organization at one time through successful communication and negotiation techniques
  - Upheld and improved the group's fraternal status on campus throughout my two year term
- Phi Alpha Delta Pre-Law Fraternity
- Order of Omega Honors Society
- ASU French Club
- LAX for Life Lacrosse Club

## **Office Experience**

**SmarTots**

March 2013 – June 2013

*Office Intern*

- Sales and marketing data collection using MS Office programs including Excel
- Assistant to the CEO and Human Resources Coordinator
- Provided transcription work and script writing for one of China's leading children's educational app enterprise
- Performed web based research on applications for company
- Greeted applicants prior to interviewing and sat in with HR Coordinator during interviews to provide feedback on candidates
- Made travel arrangements as needed for CEO
- Directed new employees to cubicles and made introductions to staff
- Attended office meetings

**Cambridge Innovations Center**

June 2008 – August 2008

*Intern*

- Worked as an intern with the operations, technology, and administrative teams organizing events for business clients
- Facilitated that proceedings were set up for clients
- Assisted in maintaining an untroubled work environment for patrons
- Performed data entry and other various tasks

**Advanced Medical Inc.**

May 2008

*Intern*

- Organized and compiled client information
- Uploaded information onto the company data base

## **Other Experience**

**Follett Higher Education Group**

August 2013 – October 2013

*Retail Sales Associate*

- Assisted customers with sales
- Handled transactions on POS system

- Received, organized, and stocked inventory at Boston College Bookstore

**Epic Valet**

October 2012 – January 2013

*Valet*

- Customer service in Old Town Scottsdale with private parking
- Balanced the handling and managing of tip money and customer's automobiles

**Skills**

- Can speak Mandarin Chinese and French proficiently
- Encompasses expertise of Microsoft Office
- Exhibits global experience traveling and living within various regions within China including Beijing, Shanghai, Chengdu, and Lhasa, Tibet. Also have stayed in The Netherlands and traveled to Paris