

Alan Fung

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Education Baruch College - Zicklin School of Business

New York, NY

Bachelor of Business Administration in Accountancy

January 2015

Minors: Psychology and Business Law GPA: 3.43

Relevant Courses: Business Organization Law, Cost Accounting, Federal

Taxation,

Financial Accounting, International Law, Learning Psychology, Securities Law

City University of Hong Kong

Kowloon,

Hong Kong

Study Abroad Courses: Corporate Finance, Human Resource Management,

Spring 2013

Intermediate Microeconomics, Principles of Econometrics

Experience HELP/PSI Inc.

New York, NY

Executive Intern

03/2012 - 12/2012

- Coordinated, prepared, and attended staff, board, and client meetings at various sites
- Assisted VP of Development on 2012 Annual Fundraiser by contacting vendors for donations
- Collaborated with Executive Assistant and CEO with contacting the media to promote events
- Contacted Senator officials to inquire their attendance in upcoming events such as the Townsend opening and client graduation
- Set up and broke down events such as the Senior Leadership Team Meetings
- Performed data reconciliation of vendor contact information and expense reports

Salvation Army Chinatown Corporation

New York, NY

Bell Ringer

11/2011 -

12/2011

- Gathered donations for the holiday season
- Coordinated with fellow volunteers and reached approximately \$8,000 in donations

Head Teacher

07/2010 - 08/2010

- Maintained a class environment that fostered learning

- Instructed children between ages 6 and 7 in the subjects of English and Math
- Filed attendance and trip consent form paperwork for proper record keeping

Volunteer Teacher Assistant

07/2008 – 06/2010

- Helped reinforce material taught by head teacher
- Graded students' homework and maintain a homework record

Skills

Proficient with Microsoft Word, Excel, PowerPoint, Outlook, and Visio

Fluent in Chinese (Cantonese), Basic Knowledge of Chinese (Mandarin)

Interests

Basketball, Current Consumer Technology, Travel