**Alan Fung**

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New York, NY 10002

Phone: (347) 399-5726

E-mail: a.fung92@gmail.com

**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