

# Enton Cheng

700 Common Wealth Avenue. Boston, MA 02215  
entonc@bu.edu • +1 (857) 588 – 2373

## Education

**Boston University Questrom School of Business**, Boston, MA

**May 2023**

*Bachelor of Science in Business Administration*

**Canadian International School of Hong Kong**, Hong Kong

**May 2019**

*International Baccalaureate Diploma (IB Score 39/45)*

- Higher Level in Economics, Chemistry, Geography

## Work Experience

**NOC Coffee CO.** Hong Kong

**Summer 2019**

*Part Time Barista*

- Spearheaded coffee shop's customer service by providing retail services for up to 100 customers a day working as a waiter, server and cashier, to help maintain company's quality boutique coffee reputation
- Acquired a good understanding of overall business functionality, importance of productive efficiency, and quality human resources that is crucial to a successful business through networking conversations with line managers to further knowledge on retail operations

**PolyGroup, INC.** Hong Kong/Guangdong

**Summer 2018**

*Apprenticeship, Sales/Marketing/Research and Development Team*

- Devised sales price lists and quotation forms for pool inflatables products that will be delivered to retail chain department stores for potential purchase orders in the upcoming summer sales season
- Collaborated with research and development team, sample shop, costing department and marketing department to construct new product prototypes and packaging based on trending market preference for company products to sustain appeal

**Decopoly, INC.** Guangdong

**Summer 2017**

*Apprenticeship, Product Development Team/ Accountant Assistant*

- Investigated in 4 new themes of cost-efficient artificial flower decorations with product development team to cultivate contemporary product designs to be presented to buyers for fall sales season
- Evaluated total working hours, overtime hours, and production efficiency of approximately 100 office workers, developing operation metrics presentable for management team's revision

## Service Experience

**Habitat for Humanity**, Hong Kong

**2017 – 2019**

*Vice President / Treasurer*

- Organized weekly meetings to discuss upcoming club development and fundraising/advocacy events, while coordinating monthly educational presentations to up to 100 students resulting in approximately 20% growth in club participants
- Oversaw local build projects in schools and substandard housing by delegating tasks to up to 20 other executives and members in order to ensure efficient production routine to meet project deadlines

## Skills and Interests

- Language Skills: English, Cantonese, Mandarin
- Co-captain and member of Varsity Basketball Team 2016-2019
- Co-captain and member of Varsity Volleyball Team 2017-2019
- Regularly involved in basketball and volleyball events, engaged in other activities such as beach volleyball, physical training and hiking