

EDUCATION

Babson College, School of Business, Wellesley, MA
Cumulative GPA: 3.64; Consecutive Deans List Award

May 2020

Kang Chiao International School (KCIS), New Taipei City, Taiwan
GPA: 4.1

Sept. 2012-June 2016

New York University, New York, NY
Precollege; Coursework in Tourism & Hospitality and Economics

July 2015-Aug 2015

WORK EXPERIENCE

Mentor: Afterschool Program, **Math Academy**, Framingham, MA

Feb. 2017-Current 2017

- Instructed through discussions and homework helping in math and activities
- Demonstrated flexibility and creativity when students came up with random problems
- Managed mentees' behavior and made sure they were on task

Employee, **Donkin Donut**, Wellesley, MA

Feb. 2017-Current 2017

- Organized and recorded financial statements
- Maintained customer service to build long term customer relationships
- Resolved customer complaints
- Trained new employee and delegated tasks
- Performed cashier duties

VP of Operation, **MinifairFriday**, Wellesley, MA

Dec. 2016- Current 2017

- Facilitated smooth running of operations on the day of the fair
- Scheduled events and reserved fair locations
- Planned and organized layout of fairs
- Contacted facilities and faculties to set-up security, tables, chairs and tents on the day of the fair

Executive Committee Member, **Babson Taiwan Student Association (TSA) Club**, Babson Park, MA

Nov. 2016- Current 2017

- Organized and ran creative events
- Maintained and communicated with TSA in other universities

Corporate Intern, **Da Dien Accounting Corp.**, Taipei, Taiwan

Aug. 2015

- Typed financial reports
- Classified receipts from 10 companies
- Organized large amount of files to make sure they were in order to support the audit

Corporate Intern, **Ericsson Taiwan Ltd.**, Taipei, Taiwan

Aug. 2014

- Processed MS Excel to compare prices of supplies and implemented purchasing system
- Planned company outing for employees and families
- Learned about Telecommunications

Volunteer, **Cardinal Tien Hospital**, New Taipei, Taiwan

July 2014-Aug. 2014

- Instructed SOP in emergency room
- Organized hospital documents
- Arranged hospital bed and prepared ice pack

SKILLS

Computer: Microsoft Office, Minitab, Scratch

Language: Chinese (native), Taiwanese (native), English (advanced), Spanish (basic), Japanese (basic)

Musical Instrument: piano, guitar, cello, drum set