

# SARAH LIU

609-373-9860 / [SLIU11@BABSON.EDU](mailto:SLIU11@BABSON.EDU)

111 PARKER ROAD SOUTH, PLAINSBORO, NJ 08536

<https://www.linkedin.com/in/sarah-liu-7b7b51171>

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## EDUCATION

**Babson College, School of Business**, Wellesley, MA

*Expected 2022*

*Candidate for Bachelor of Science in Business Administration*

Areas of Interest: Finance and Business Analytics

GPA: 3.71. Dean's List

**West-Windsor Plainsboro High School North**, Plainsboro, NJ

*2018*

GPA: 3.8 / 4.4

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## WORK EXPERIENCE

**New Oriental Education Center**, *Summer Camp Counselor*, Princeton, NJ

*2017- 2018*

- Tutored 45 students from different age groups for mathematics, Chinese, and English to help them prepare in advance for the upcoming school year
- Created structured lesson plans to enhance understanding of Language Arts and teach cooperation skills
- Worked with summer camp director to organize two end-of-semester shows

**Princeton Educational Services**, *Teaching Assistant*

*2018*

- Prepared excel spreadsheets tracking finances for meal, activity, and other company expenses
  - Arranged afternoon activities, meals, and transportation for group of 6 students over the course of 11 days
  - Monitored mock exams and administer daily quizzes and deliver feedback in related WeChat groups
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## LEADERSHIP AND INVOLVEMENT

**Babson Political Association**, *Democratic Representative*

*2018 – present*

- Prepare budgets on excel spreadsheets and organize funding for food and supplies at events
- Create, plan, and manage events to raise political awareness and encourage open discussions
- Design promotional advertisements and market through social media

**Foundations of Management and Entrepreneurship**, *Head of Human Resources/Communications*

*2018 – present*

- Design and administer surveys for peer evaluation, and distribute feedback
- Create meeting agendas, organize meeting notes, and track achievements for team of 20 students

**Cross Country, Track and Field**, *Cross Country Captain*

*2014-2018*

- Practiced and competed for 22+ hours a week
- Mentored younger athletes by teaching them new drills, exercises, and stretches

**Youth Orchestra of Central Jersey, Westminster Chamber Orchestra, Band**, *Flautist*

*2010-2018*

- Performed on two musical tours across Europe
- Played in private performances with fellow musicians to fundraise for charities

**We the People Competition**, *National Finalist*

*2017-2018*

- Researched constitutional law and political policies to develop extensive understandings of both
- Developed and presented solutions to political problems in modern day American society to panel of judges
- Worked with a team of four other students to compete at the local, state, and national level

**Huaxia Chinese School at Plainsboro**, *Teacher*

*2015-2018*

- Won Dr. YiBao Xu Memorial Award for “outstanding dedication and volunteering services to the community”
  - Created personalized lesson plans and teaching materials for senior citizens with at two levels of English proficiency
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## VOLUNTEER EXPERIENCE

- Volunteer Income Tax Assistance
- Hoops and Homework

*Present*

*Present*

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## SKILLS AND INTERESTS

*Art and Design*: Experienced in watercolor painting and pencil drawing/ Digital art with SketchBook program

*Language*: Fluent in Chinese