

LINA LI

8721 16th Avenue, Brooklyn, NY 11214 • 646.624.9589 • lli1@babson.edu

Client Centered • Detail Driven • Leader • Mentor • Highly Effective

PROFILE

- Excellent communicator with demonstrated ability to collaborate with staff, management, business partners, and others at all organizational levels.
 - Outstanding blend of organization, time management, leadership, and interpersonal skills.
 - Advanced technical skills, including proficiency in MS Office (Word, Excel, PowerPoint), Minitab, Precision Tree, and @Risk software.
-

EDUCATION

Babson College, School of Business, Wellesley, MA

May 2021

Bachelor of Science Candidate

GPA: 3.62

Dean's List Award recipient for 2 consecutive semesters

PROFESSIONAL EXPERIENCE

BellaVita Fitness and Wellness, Manhattan, NY

Jul 2018 - present

Finance & Operations Intern

- Worked alongside co-CEOs to manage and maintain database with over 700 customers through Mindbody and Excel spreadsheets.
- Leveraged polished professionalism throughout daily interaction with customers via email.

Photography by Mini Majors, Manhattan, NY

Jun 2018 – Aug 2018

Administrative Assistant

- Demonstrated ability to manage multiple levels of responsibilities and duties in a fast-paced environment through creating and managing over 300 customer files on a daily basis.
- Performed general administrative tasks, including answering phones, filing, and scanning.

Crisp, Wellesley Hills, MA

Jan 2018 – May 2018

Co-Founder & CFO

- Developed a business idea into a clothes steaming service with 16 employees by designing and using results from multiple market research surveys.
- Analyzed financial statements to develop and implement stronger marketing tactics.
- Elected by peers to lead team of 2 to accurately record, document, and update income statements and balance sheets using Excel.

Babson Spark Peer Tutoring Program, Wellesley Hills, MA

Jan 2018 – present

Tutor for Intro to Financial Accounting & Quantitative Methods for Business Analytics I and II

- Competitively selected as 1 of 4 financial accounting tutors from over 20 applicants due to my extensive knowledge of the subject and advanced interpersonal communication skills.
 - Successfully increased average test scores of students from 75% to 90% and consistently achieved 100% satisfaction ratings from students.
-

LEADERSHIP ACTIVITIES

Stuyvesant Spectator, Manhattan, NY

Sep 2016- Jun 2017

Business Department Team Member

- Successfully negotiated a 2-year contract with a local organization to generate \$500 in ongoing support for print and production of school newspaper.

Girls Learn, Manhattan, NY

Sep 2015 – Jun 2017

Co-Founder & Treasurer

- Generated over \$300 through 7 fundraisers to provide educational opportunities for young females in third world countries.