

Stephanie Shi

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EDUCATION

Babson College, School of Business, Wellesley, MA

Graduation Date: May 2019

Candidate for Bachelor of Science, Concentrating in Accounting & Information Technology Management

Consecutive Dean's List Awards | Cumulative GPA: 3.40

Honors: Center for Women's Entrepreneurial Leadership Fellow (CWEL)

Relevant Coursework: Auditing, Taxes, Intermediate Accounting I & II, Managerial Accounting, Enterprise 2.0, Management Information Technology, Quantitative Methods for Business Analytics I & II

PROFESSIONAL EXPERIENCE

Acusea Capital LLC

Palo Alto, CA

Investment Intern

May-August 2017

- Researched the agriculture and telecommunications industries to provide market context for partners to make investment decisions
- Assisted associates in evaluating financial statements and analyzing break-even points to help with the due diligence process
- Worked with associates to research requirements for establishing a new company, including how to set up a bank account for business operations
- Constructed layout for Acusea Capital website and implemented key words for search engine optimization

Startup Café LLC

Cupertino, CA

Team Member

June-August 2017

- Prepared and served coffee, tea, and sandwiches and assisted customers with bakery selection; created and added new items to menu
- Managed registers daily to authorize purchases and audit receipts; kept track of opening and closing cash balance
- Greeted customers, informed them about specials and promotions, and set up advertisement displays for new beverages and bakery items

The Lewis Institute

Wellesley, MA

Marketing and Communications Intern and Summer Study Mentor

June 2016-May 2017

- Assisted The Lewis Institute's directors in organizing events, designing advertising material, and creating original media content
- Streamlined social media activity by composing and scheduling posts for the Summer Study Facebook page that reached over 550 views; researched and summarized educational articles for high school students to diversify Facebook post content and increase page views
- Coached 90 summer program students in developing their venture initiatives by leading innovation and teambuilding workshops
- Forecasted financial statements and reviewed feasibility analyses for each student-run business team

The Fund for Babson College

Wellesley, MA

Phonathon Caller

September 2015-Present

- Cold-called parents and alumni to promote alumni events and encouraged them to stay connected with Babson College
- Boosted fiscal year funding by raising \$1,875 in fiscal year 2016 through personalized and friendly customer service
- Used RuffaloCODY software to update contact information for alumni while maintaining utmost confidentiality regarding donation history

ExtendTables Inc.

Wellesley, MA

Vice President of Human Resources

September 2015-April 2016

- Participated in 15-member, student-run business that sold convertible whiteboard-lap desk products
- Worked with the CFO to track and reconcile cash account including obtaining receipts and supporting documentation for purchases
- Managed human resource data using Qualtrics Survey Software and presented data bimonthly to groups of 40 students and faculty

LEADERSHIP EXPERIENCE

Babson Business in Asia Association

Wellesley, MA

Co-President

May 2016-April 2017

- Recruited industry speakers and panelists to connect members with networking and career opportunities in Asia
- Planned, administered, and executed the annual Asian Entrepreneurship Forum, including locating new speaker due to late cancellation
- Worked closely with the Vice President of Finance to budget advertising, catering, and venue expenses for panel events

Babson Accounting Club

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Wellesley, MA

Vice President of Marketing

November 2016-May 2017

- Worked with the President to reach out to alumni to present and speak at Babson Accounting Club events
- Designed Babson Accounting Club logo and posted executive board biographies weekly
- Created flyers to promote accounting career events on social media and across campus

Design It Association

Cupertino, CA

Founder and Co-President

April 2014-June 2015

- Co-founded organization and led 11-member executive team in teaching high school students and the community graphic design
- Spearheaded Indiegogo crowdfunding campaign, which raised over \$400 in filing fees used to incorporate Design It as a 503c nonprofit
- Reached over 100 students through community workshops on 2-D design principles, Photoshop, Illustrator, and After Effects

QUALIFICATIONS & SKILLS

Language: Mandarin Chinese (Professional Proficiency), Japanese (Elementary)

Technical Skills: Adobe InDesign, Photoshop, Illustrator, Financial Statements, Microsoft Word, PowerPoint, Excel, Minitab, Crowdfunding

Interests: Graphic Design, Barista, Exploring Large Cities, Traveling