Scott M. Li

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Education

University of Washington, Seattle, WA   Jun 2019 – Jun 2020
Foundations of Databases & Data Analytics: Techniques for
Decision Making Certificate

Washington State University, Pullman, WA   Aug 2015- Dec 2018
Bachelor of Arts in Business Administration,
Major in Finance, GPA 3.62

Shanghai High School International Division,   Sep 2011- May 2015
Shanghai, China

Honors and Awards

President's Honor Roll
- Awarded for outstanding academic achievement   Fall 2015 - Fall 2018

Work Experience

Fidelidade Marketing Internship   Jun 2018 – Aug 2018
    Fidelidade - Companhia de Seguros, S.A., Portugal
- Maintain and plan a schedule for writing and posting social media content
- Conducted research on topics related to products for social media content
- Answering inquires to clients on social media
- Worked with colleagues to build a new company website
- Maintain and update budget sheet

MHK Internship   May 2017 – Jul 2017
    MHK Insurance Services Limited, Hong Kong
- Lead a team of five people for a seminar project
- Maintain and monitor project timelines and reporting of project status
- Planned and organized a seminar with an expected guest of forty
- Provided guests with daily communication, support, and status updates
- Communicated with guests with various means of communication
- Create and maintain budget sheet for the seminar project

Northside Cafe Service Worker   Aug 2016 – Dec 2018
    Washington State University, Pullman, Washington
- Organized inventory and charted rate of depletion
- Operate POS cash register, Solve billing problems and handled customer inquiries
- Communicates with students and school staff in a positive and professional manner utilizing
  appropriate customer service and interpersonal skills

Job Skills

- Coordinate Meetings and Events
- Bilingual, Chinese - Mandarin
- Mathematical and Analytical Skills
- Excel Skills, DAX functions
- Power BI
- Leadership and Team Working
- R, Java, Python, SQL
- Data mining and wrangling