

# 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