

Gordon P Wu

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Lynnwood, WA



EDUCATION

University of Washington

Business Administration

Sept 2020 – Now

Expected Graduate in 2022

Edmonds Community College

Associate in Business | GPA: 3.72/4.00

Sept 2016 – Dec 2019

Key Courses:

- Accounting
- Business Law
- Micro & Macro Economics

EXPERIENCE

STORE MANAGER AND CO-FOUNDER

Sep 2017 - Jun 2018

NINETEEN KING LLC / SEATTLE, USA

- Expanding and marketing the business
- Managing product inventory and ordering supplies
- Managing budget and making financial report
- Evaluate how to improve profitability and set reasonable goals

TEACHING ASSISTANT

Mar 2016 - Jul 2016

ER XIN HIGH SCHOOL / KEELUNG, TAIWAN

- Provide support to teacher, and tutor students during Verification Certificate Exam
- Provide knowledge for students to prepare for Exam

BUSINESS ASSISTANT INTERN

Jan 2016 - Jul 2016

JIXING REAL ESTATE CO., LTD / KEELUNG, TAIWAN

- Using Excel to make weekly report
- Responsible for organizing, filing and tracking department related documents, and replying to customer letters within valid time
- Assist customers in querying commodity prices and quotation related questions

SKILLS

Programming: SQL – *Entry Level*
R – *Entry Level*
Python- *Entry Level*

Language: Chinese - Native
English - Fluent

Certificate: Class C Accounting Technician Certification - *Taiwan*
Class B Computer Software Application Technician Certification - *Taiwan*