

Gordon P Wu

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Lynnwood, WA



EDUCATION

University of Washington, School of Business

Excepted June 2022

Bachelor of Arts in Business Administration

**First quarter in attendance*

Edmonds Community College

December 2019

Associate of Arts: Business / Cumulative GPA: 3.72/4.00

Key Courses:

- Accounting
- Business Law
- Micro & Macro Economics

EXPERIENCE

STORE MANAGER AND CO-FOUNDER

Sep 2017 - Jun 2018

NINETEEN KING LLC / Shoreline, WA

- Expansion and marketing of the business and analysis of the company's financial problems, business difficulties and weaknesses, and potential markets
- Confirm warehouse product inventory and purchase good from supplier
- Evaluate the company's current or foreseeable problems and how to improve profitability and set reasonable goals
- Managing budget and making financial report

TEACHING ASSISTANT

Mar 2016 - Jul 2016

ER XIN HIGH SCHOOL / Keelung, TAIWAN

- Work with instructors in the accounting department to help students understand the assignment and solve the problem during Accounting Verification Certificate Exam
- Supervise student exams according to strict rules
- According to different exam schedules, coordinate exam appointments and check the identity of student

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: R – Entry Level / Python- Entry Level / SQL – Entry Level
HTML– Entry Level / CSS – Entry Level

Language: Chinese - Native
English - Fluent

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