

Jun Cheng Guo (郭俊成)

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EDUCATION:

University of Illinois at Urbana-Champaign
Bachelor of Science in Quantitative Economics
Minor in Business Administration

Expected May 2021
Cumulative GPA: 3.6/4.0

Relevant Coursework: Accounting, Business and Technical writing, Multinational Management, Business Organizational Management, Applied Linear Algebra, Statistics Programming Methods

Irvine Valley College
Associate of Science in Business Admin

Irvine, CA
2014-2018

WORK EXPERIENCE:

Brooklyn Pizza Works, Sushiya Riverside
Assistant Manager, Kitchen and Wait Staff

Placentia and Riverside, California
Aug 2017 – Aug 2018

- Motivated kitchen staff by specializing them to increase kitchen efficiency
- Drafted Accounting statements at the end of each day to keep track of daily sales
- Communicated with management about customer trends
- Placed weekly ingredients orders with supplier
- Coached new workers on core values to show them the impact of their work

Personal Website
Developer

Urbana-Champaign, Illinois
January 2020- Present

- Created landing page for personal website via R Blog. Links to other social media accounts
- Posted a blogs about stories I'm following, articles I read, and other events.

INVOLVEMENT:

Church in Urbana
Active Member

Urbana, Illinois
January 2019-present

- Attended meetings and brought food to social gatherings.

Technical Skills:

Microsoft Word (Proficient), Microsoft Excel (Intermediate), Adobe Photo shop (Intermediate), R studio (Intermediate), Financial statements (Intermediate)

Languages

Chinese (Conversational)
English (Fluent)