

Karen Li

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SKILLS

- Microsoft Word - Microsoft Excel - Microsoft PowerPoint - SQL - C# -VBA - HTML - CSS - Data Analysis

EDUCATION

University of Oklahoma, 660 Parrington Oval, Norman, OK 73019 **Expected December 2021**

Bachelor of Business Administration in Management Information Systems

Honors and Awards: Dean's Honor Roll

Jenks High School, 205 E B St, Jenks, OK

May 2018

Honors and Awards:

- Distinguished Graduate - Distinguished Service Graduate - National Honor Society
- Principal's Honor Roll - Superintendent's Honor Roll - AP Scholar

WORK EXPERIENCE

Owner, Self-Employed

2020-present

- Researched potentially profitable products for resale
- Addressed customer concerns and questions in a timely manner
- Kept track of inventory and revenue using Excel
- Labeled and arranged packages for shipping
- Made over \$6000 profit

Teapioca Lounge, 1808 W Lindsey St #300, Norman, OK 73069

2018-2019

- Processed customer orders in an efficient and accurate manner
- Managed financial transactions using Point of Sale system
- Crafted drinks and delivered them to customers
- Prepared food items
- Compiled nightly sales numbers and profits and accurately completed accounting tasks

Hey Boba, 6942 S Lewis Ave, Tulsa, OK 74136

2017-2018

- Processed customer orders in an efficient and accurate manner
- Crafted drinks and delivered them to customers
- Cooked/prepared food items
- Managed financial transactions using digital Point of Sale system

ACTIVITIES

Webmistress For Lambda Delta Psi, 660 Parrington Oval, Norman, OK 73019

2020

- Designed and developed website to fit the needs of the organization
- Maintained and updated website content

Fundraising Chair for Lambda Delta Psi, 660 Parrington Oval, Norman, OK 73019

2019

- Coordinated and planned events with the organization
- Helped with set up and clean up of events
- Managed expenses and profits with Microsoft Excel

PROJECTS

Database Project

2020

- My teammates and I collaborated to plan, design, and develop a database for a business organization. Our tasks included creating an Entity Relationship Diagram (ERD), completing the logical design of the database, and implementing our database in SQL Server.