Karen Li

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.