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Yingbin Road, Panyu District
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Education

MARQUETTE UNIVERSITY   Milwaukee, Wisconsin, United States
Bachelor of Science in Business Administration   May 2021
Majors: Finance and Information Systems   **GPA**: 3.3/4.0

Experience

MARQUETTE UNIVERSITY   Milwaukee, Wisconsin, United States
Digital Program Technician   September 2019 – Present
- Track projects in Excel spreadsheets and modify a Microsoft Access relational database used for locating materials.
- Scan and reformat documents to improve readability for digitization and electronic publication.
- Create descriptive records for intellectual outputs including theses and dissertations, journal articles, working papers, conference proceedings, and presentations.
- Verify citation information, check copyright of digital publications, and upload materials to an online repository.

CHINA EVERBRIGHT BANK   Guangzhou, Guangdong, China
Summer Banking Intern   June 2019 – July 2019
- Assisted customer relationship managers in managing business documents in corporate and personal loan businesses (ID photos, signed contracts, banking statements, proof of income, etc.) and learned the standard procedure of loan businesses.
- Monitored loaned money use by validating invoices.
- Attended company-wide meetings and learned about equity fund products the bank sells in association with equity funds.

SODEXO USA @ MARQUETTE   Milwaukee, Wisconsin, United States
Dining Room Server   March 2018 – May 2018
  Duties included greeting customers, managing a payment information system, and providing dining services, etc.

Extracurricular

CYBER SECURITY CLUB
Operations and Logistics Officer   February 2019 – April 2019
- Conducted researches on cybersecurity topics.
- Prepared materials such as PPT slides, videos, and demos.
- Delivered presentations during club meetings.

Honors

Fall 2018 Dean's List for Academic Excellence   February 2019
Fall 2017 Dean's List for Academic Excellence   February 2018

Skills

Computer: SQL, C#, Microsoft Office (Word, PowerPoint, Excel), Microsoft Access, Salesforce, Tableau
Languages: Chinese (bilingual), English (bilingual)