**Parda Chin**

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**EDUCATION**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY** Manchester, NH

*Bachelor of Science in Business Administration* (Honors Program) expected May 2016

Minor: Finance | Concentration: Small Business Management

Cumulative GPA: 3.45

**RELATED COURSES**

* Financial Accounting
* Money and Banking
* Principles of Finance
* Organizational Behavior

**CAMPUS & COMMUNITY INVOLVEMENT**

**Liquid Health Lab, Inc.** Manchester, NH

*Finance Intern* Jan 2016 - Present

* Primary creator of a stock option plan for the company
* Contributed to restructuring of past year stock values and stock acquisition strategies
* Provided input relative to reducing capital gains tax rates, options pricing and other issues to maximize company financial resources

**SNHU Food Truck Project (**OL 317, Entrepreneurship) Manchester, NH

*Project Staff Member* Sep - Dec 2015

* Performed HR functions for the venture - hire, fire, manage payroll and schedule work shifts
* Collaborated with other University departments to organize events on and off campus
* Maintained food item inventory and determine/acquire new menu items for the truck

**COMMUNITY SERVICE**

**Capiz School Children Project** Jan – May 2014

* Sponsored by Capiz Halaran Chamber of Commerce and Industry (CHCCI) and The Rotary Club of Metro Roxas in cooperation with OL 215 Principles of Management students and the Center for SNHU Programs at HELP College, Malaysia
* Travelled to the Phillipines to help rebuild homes devastated by a massive cyclone
* Raised funds to support the project (over RM 10,981) by establishing food stall in school

**ADDITIONAL SKILLS**

**Computer:** Proficient in: Microsoft Excel, Access, SQL, Word & PowerPoint; Website, Adobe Photoshop, Sony Vegas 10

**Languages:** Fluent in Mandarin, English, Malay, and Cantonese

**WORK EXPERIENCE**

**Personal Tutor** 2013-2014 Malaysia

* Taught English , Physics and History of Malaysia to students above grade 4, demonstrating effective skills in communication, coaching and mentoring

**Waiter, Book Fair Staff, Sales Associate** 2010-2012

Malaysia

* Short term positions (days to weeks) performed while a student in Malaysia