

CAREER OBJECTIVE

Dynamic, enthusiastic and achievement-driven international student from China studying Master of Business Administration, possess intellectual curiosity, strong research instinct and passion for finance and supply chain management, applying for the assistant of Pension Administrator at Yang's Pension Consulting to enhance own approach and professional development, while contributing as a productive team member.

SKILLS AND CORE COMPETENCIES

- Organized, flexible, and detail-oriented with strong evaluative, analytical, and problem resolution skills; ability to multi-task, and prioritize a broad range of responsibilities.
 - An accommodating and supportive team-player, possess demonstrated accuracy and attention to detail.
 - Exceptionally fast learner; possess outstanding communication skills with a contagious enthusiasm and demonstrated ease in conversing across diverse audiences.
 - Strong ability to work and interact meaningfully with people from varied socio-cultural backgrounds.
 - Bilingual competency includes native Mandarin and fluent English.
 - Solid understanding and advanced proficiency within the MS Office (Word, Excel and PowerPoint).
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WORK EXPERIENCE

Salesman

New-Mart Supermarket

July-September 2009

Harbin, China

- Sold food items, worked with freight, unloaded boxes, restocked shelves, checked labelling and expiry dates, and informed the management for timely replenishment.
 - Carefully organized and maintained merchandising and ensured attractive displays.
 - Escorted customers and provided courteous and helpful support, resolved various issues and ensured complete customer satisfaction at all times.
 - Learned and strengthened numerous personal skills, and positively affected the business and revenue.
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LEADERSHIP AND CO-CURRICULAR ACTIVITIES

- Organized some job interviews at *University of La Verne*, and provided assistance to students.
 - President, Student Union at *Harbin University of Commerce*.
 - Organized and participated in various co-curricular activities including a freshman concert with over 1,000 spectators, numerous soccer matches, and a Sports Meet.
 - Participated in the School Band and performed with 50 members at the *Golden Hall of Vienna, Austria*
 - Ardently play soccer and basketball, and fond of travelling and music—ability to play clarinet.
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ACADEMIC QUALIFICATIONS

Master of Business Administration (June 2014)

Concentration in Finance and Supply Chain Management
University of La Verne, La Verne, CA, USA

Bachelor of Economics (July 2011)

Concentration in International Economics and Trade
Harbin University of Commerce, Harbin, China

REFERENCES AVAILABLE UPON REQUEST