

Guanghao(Frank) Wang

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OBJECTIVE: Looking for Full Time (FT) position as Marketing/Retail/Inventory Specialist

EDUCATION

Bachelor of Science, Business Administration, focus on International Business 2013 fall
San Francisco State University, San Francisco, CA
Relevant Courses: International Business and Marketing, logistics
Import-Export Management, International Accounting, Global emerging Market,
International Finance
Major GPA: 3.2

EXPERIENCE

Environmental Chemical Corporation (ECC) 2014 spring
Intern: Admin Assistant/ Accounting Specialist San Francisco

- Assist in all office administrative tasks
- Performs data entry and data management
- Maintains/Develops documentation, forms, or other related administrative projects

Dalian HUIBO Business Group 2012 summer
Intern: Marketing/Sales Manager Assistant Dalian, China

- Assist general manager's daily tasks
- Research prospective International clients, follow up existing clients
- Work with cross functional teams to analyze financial report

Chinese Consulate in San Francisco 2012-2013
Intern: Student Events Assistant San Francisco

- Coordinator of business delegation from China
- Provide Information of the Chinese consulate in San Francisco
- Promoter of students events / International business fair

Chinese Students & Scholars Association at SF State University
Vice President of CSSA 2012-2013
San Francisco

- Responsible for public relations of student union
- Deal with daily administrative work and Events
- Contact sponsors from U.S. and China

SKILLS

Problem solving skill, excellent communication and interpersonal skill, bilingual skill
(ENG/CHN) , proficient in Microsoft Word, Excel, PowerPoint, Windows and Mac OS

ACTIVITIES/REWARD

Volunteer marketing research at IFN Green food co. 2014 spring
Computer Lab Assistant at SF State 2013 fall
Volunteer at San Francisco Food Bank 2013 summer
Volunteer at Chinese Confucius Institute at San Francisco State University 2012-2013