

Lei Zhang

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37306 Spruce Ter, Fremont, CA 94536

Languages, Certification, and Skills

Fluent in written and spoken both Mandarin Chinese and English
Ability to respond quickly to changing circumstances
Ability to learn quickly and maintain attention to detail in high stress situations
Worked effectively within a team as well as independently with minimal supervision
Skilled use of Microsoft Office Suites, Kingdee, Photoshops and Corel VideoStudio
Certificate of Lifeguarding/First Aid and CPR/AED recognized by American Red Cross
Be enthusiastic about basketball and swimming

Education

2013.08-2014.12	University of California, San Diego Bachelor of Arts, Economics 3.22 UC GPA	La Jolla, CA
2010.06-2013.06	Ohlone College Associate of Arts, Business Administration 3.87 GPA Business Administration/ Economics/ Accounting Transfer Track	Fremont, CA
2006.09-2009.06	Shanghai Ocean University Associate of Arts, Logistics Management	Shanghai, China

Experience

2009.02 –2010.01	Shanghai Yopark Investment Management Co., Ltd <i>Luxury residential apartments service company</i> Cashier/Accounting Assistant Full-time	Shanghai, China
	Coordinated with accounts payable and accounts receivable specialists Liaised with bank on online and cash transactions Negotiated with clients and agents for optimal interests of the company Made checks and credit memos Received and paid cash, and made journal entry	
2008.06-2008.08	Shanghai General Motors Company Ltd <i>World-class automobile manufacturer</i> Outdoor Marketing Intern	Shanghai, China
	Assisted to distribute leaflets and set up event place, maintained event order Communicated with customers and answered their questions	