

Ying (Helen) Duan

2210 Main Street, Apt 322, Bedspace B, Lubbock, Texas, 79401

Mobile: (+1)806-620-6069 E-mail: duanying0823@gmail.com

EDUCATION BACKGROUND

Heriot-Watt University (HWU)(Edinburgh, Britain)

November, 2013

Master of Sciences; Finance

Utah State University (USU)(Utah, USA)

July, 2012

Bachelor of Science; Economics

PROFESSIONAL EXPERIENCE

● **Teacher Assistance, Beijing New Oriental School, Beijing, China**

8/2010-1/2012

- ✧ Acted subordinate to the Professor and assist in different activities associated with teaching.
- ✧ Classroom supervision in the absence of the professor.
- ✧ Communicated information and ideas in speaking and writing in order to help them master assignments and to reinforce learning concepts presented by teachers.
- ✧ Worked as an editor in students union which write, edit, modify, and confirm different kinds of reports and news.

● **Waiter, Pizza Hut, Beijing, China**

10/2011-4/2012

- ✧ Described items on the menu, take food and beverage orders, serve and check back with customers during the meal for any additional needs along with take payments.
- ✧ Able to work with other restaurant employees to present an enjoyable dining experience to their customers.
- ✧ Excellent communication, problem solving, time management, multi-task skills along with care and warm hearted.

SKILLS

● **IT Skills**

Good use of Microsoft Office Package and the statistics tool of SPSS.

● **Language Skills**

Bilingual in Chinese and English.