

Na Lin  
67-29 49AVE  
Woodside, NY 11377  
(347) 722-5855  
nlin4@buffalo.edu

EDUCATION

University at Buffalo, The State University of New York  
Bachelor of Arts, December 2014  
**Double major between Communication & Psychology**  
GPA: 3.844/4.0 Dean’s list Fall2012-Fall2014

**LaGuardia Community College, Long Island City, NY**  
Associate of Arts, Liberal Arts of Social Science & Humanities, December 2012  
GPA 3.621/4.0 Dean’s list Spring 2011-Spring2012

PROJECTS

**Center for Undergraduate research Creative Activates, University at Buffalo, April23, 2014**

- Designed and implemented a research topic about China’s Yandan Mountain and its culture by exploring ancient Chinese poems and mountain scenes
- Communicated with my professor and classmates for poster design
- Presented the poster project and explaining research to the guests, students and professors

RELATED EXPERIENCE

Career Services, University at Buffalo  
**Research Assistant** September2013-December 2014

- Collected data on college sophomore student programing, and classified information by departments
- Researched information about how majors and careers relate and reported in Excel spread sheet

**University at Buffalo**  
**Teacher Assistant** September2014-December2014

- Answered student question about their assignment and lectures, and collected attendance information in a class of 37
- Assisted student with their intercultural communication projects by explaining the professor’s requirement and analyzing their good side and bad side of current work

**LaGuardia Community College Taxi Institute, Long Island City, NY**  
**Office Assistant** September 2012-December 2012

- Communicated with customers, employees, and other individuals to answer questions, disseminate or explained information about courses, class registration, and complaints

**US Open, Amerivents/Concessions, Manhattan, New York**  
**Cashier/Line Server** August 2012-September 2012

- Placed customer orders, and received payments by cash, credit cards and collaborated on a team of 10 to 15
- Assisted around 200 customers by providing information and resolving their complaints in every work day
- Greeted customers entering establishment and delivered high quality customer service in a fast paced service based environment

**TA-KUONI Global Travel Services, Manhattan, New York**  
**Hotel Souring Department South American Hotel Coordinator** June 2012-August 2012

- Communicated South America hotels’ room availability with clients
- Operated hotel information, and input hotel data to the system

SKILLS

**Microsoft Office Suite** **SharePoint** **Fluent in Chinese (Wenzhouness Dialect)**

ACHIEVEMENTS AND ACTIVITIES

The National Society of Leadership and Success, Inducted Fall 2012  
Student Support Services Award of Academic Excellence (Spring 2013, Winter 2014, Spring 2014, Fall 2014)



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