

# Amy HB Yang

3107 East Erie Ave. | Lorain, OH 40052 | (513)-319-9783 | [yangha@miamioh.edu](mailto:yangha@miamioh.edu)

|   |   |                        |
|---|---|------------------------|
| <b>Objective</b>                        | Apply to AT&T Sales Competition that provides a comprehensive learning experience   |                        |
| <b>Education</b>                        | Farmer School of Business at Miami University<br>Bachelor of Science in Business, Major: Accountancy<br>Expected Graduation: May, 2017    GPA: 2.88/4.0   |                        |
| <b>Work Experience</b>                  | Summer Intern, General Accounting, Cleveland Clinic, OH   | June 2014-August 2014  |
|   | <ul style="list-style-type: none"><li>• File monthly state sales tax report</li><li>• Analyzed critical data for bank statement, general inventory, education reimbursement</li><li>• Prepare sports season invoices and payroll deductions</li><li>• Physical inventories checking at FHC (family health centers of Cleveland)</li></ul> |                        |
|   | MaryKay Beauty Consultant, Oxford Area, OH  | January 2014-present   |
|   | <ul style="list-style-type: none"><li>• Handle money transaction</li><li>• Hold beauty facials activities every two weeks</li><li>• Compose monthly special ordering invitation emails</li></ul>  |                        |
|   | Interpreter, MCM Inc. (distributor of Lowe's and Home Depot) Cleveland, OH  | June 2014-August 2014  |
|   | <ul style="list-style-type: none"><li>• Translate Chinese into English during WebEx Meeting</li><li>• Provide business consulting about Chinese manufacture commercial model</li><li>• Interpret international business law for both side companies</li><li>• Analyze meeting records</li></ul>   |                        |
| <b>Leadership and Campus Activities</b> | • Treasure, Signal ( Chinese Cultural Exchange Program)<br>• Member of Public relations Department, CSSFA   | September 2013-present |
| <b>Community Service</b>                | • Volunteer, OMA, Open Mind through Art Club,<br>Caring for patients with dementia through art painting   | September 2013-present |
|   | • Volunteer, VITA, Volunteer Income Tax Assistance<br>Provide community services of filing personal income tax at Oxford  | March 2014-April 2014  |
| <b>Computer Skills</b>                  | • Excel • Access • Word • PowerPoint • Photoshop • iMovie   |                        |