

## **Zijian (Zach) Luo**

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### **Education**

- **Master in Management Information System**, Governors State University, IL 06/2013.(GPA3.72)
- **Master in Business Administration**, Concentration in Finance and Accounting, Governors State University, IL 2010. (GPA3.76)
- **College in Marketing**, Guangdong University of Technology (GDUT), China 2008.

### **Honors**

- Member, Delta Mu Delta, International Honor Society in Business Administration, GSU, 2010
- Honorable Award, E-Commerce Business Plan Competition, GDUT, China, 2007
- Outstanding Student Cadres, GDUT, China, 2007
- Scholarship, GDUT, China, 2006
- Outstanding Broadcaster, GDUT, 2005 – 2008

### **Work Experience**

Project Manager Assistant, BeyondMenu.com, 06/2013

- Assist the Manager with Mobile Application system design and analysis.

Graduate Assistant, GSU, 1/2012 – 5/2013

- Assist faculty and staff members with computer problems and needs.
- Assist the CBPA Dean's office with logistics and inventory management.

Accountant Assistant, Tinley Tax Center, Tinley Park, IL, 01/ 2011 – 04/2011

- Performed fundamental accounting tasks such as entered journal entries using QuickBooks, prepared monthly bank reconciliations, generated financial reports, etc.

Computer Lab Assistant, GSU, 5/2010 – 12/2010 and 09/2011-12/2011

- Assisted students with computer software needs and problems.
- Maintained computer equipment in the Lab and in the classroom.
- Performed functions for the Help Desk.

Sales, JunLe Automobile Trading Co., Ltd., Guangdong, China, 07/2006

- Provided product details to customers and strived to obtain many new clients.

Broadcaster, Broadcasting Station, GDUT, China, 03/2005 – 03/2008

- Performed broadcaster duties on a weekly basis.

### **Skills**

- Ability to work with several operating systems such as Windows, Ubuntu, Mac OS.
- Ability to work with QuickBooks 2003 and 2008; MS-Visio.
- Knowledge in sales planning, marketing strategies, analysis, investment and E-Commerce, etc.
- Knowledge in computer technology, including software, networking and network security.
- Knowledge in SAP, SQL Server Database, MySQL, etc.
- Knowledge and skills in MS-Office such as Word, Excel, PowerPoint, Project, Access, etc.
- Proficient in English, Mandarin, and Cantonese.