

Luwei Hou

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Professional Profile

An organized and detail-oriented graduate focusing on development of a solid financial, business, and customer-focused skill set. Enjoys working at all levels of companies, utilizing strong interpersonal skills to present information, convey knowledge and communicate ideas. Is effective in working independently or in teams to achieve business objectives. Exceptional Chinese language skills that would be an asset to any US-based Chinese company.

Objective

Currently seeking a new and challenging position in the business sector, one that will most effectively leverage university studies and experience and provide future career opportunities.

Career Summary

2013 - 2013 **INTERN – FINANCIAL DEPARTMENT, Tianyi International Hotel, China**

- Participated in daily operations during a 3 month internship at a fast-paced 5-star hotel
- Gained experience with accounting practices and procedures, including the validation of departmental costs
- Conducted statistical analysis of average daily turnover

2012 - 2012 **CHAIRMAN ASSISTANT, Tianyi Electric Industry Co., Ltd., China**

- Managed the administration of an executive's office, including preparing conference materials, communicating information to departments, and maintaining conferences results and schemes

2012 – 2013 **VOLUNTEER, City Church, Bloomington, IN**

- Supervised children's play activities, as well as planning and execution of events such as Halloween activities
- Developed rapport with fellow worshippers

2012 - 2014 **SHOP OWNER, Quekingg Shopping – Online**

- Successfully established and operated an online shop, serving Chinese customers in the purchasing of Korean clothing

2011 - 2011 **STAFF MEMBER, Bank of Chengdu, China**

- Gathered key financial data for companies applying for a letter of credit, analyzing fixed assets and cash flow, and preparing a report for management
- Observing loan examiner meetings, taking minutes, and recording meeting decisions

2008 – 2008 **VOLUNTEER, The PLA Hospital, Sichuan, China**

- Soothing injured people from the 2008 Sichuan earthquake, as well as comforting those who lost family members
- Organized a donation for those wounded in the earthquake

Education and Qualifications

BS Bachelor of Science in Economics, *Indiana University, Bloomington, IN USA (2014)*

Personal Details

Languages: Fluent in Chinese, Basic Proficiency in English and Japanese

IT Proficiency: Microsoft Excel, PowerPoint, Access and Word

References Available on Request

