

Feifei Yan

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(720) 891-3323

EDUCATION

University of Denver, Denver, CO

Expected Graduation Fall 2014

Accounting Major

Accounting GPA: 3.32, Cumulative GPA: 3.45

EXPERIENCE

Internship, **Kingclean Auto Motor Co., Ltd**, Suzhou, Jiangsu, China

August 2013

Worked in Development and Research Department

Translated documents, and recorded meeting with international clients

Temp Shelver, **Penrose Library Administration**, DU, Denver, CO

May to August 2011

Entered ISBN codes into computer system

Organized books into categories, in preparation for moving

Waitress, **Tomato Kitchen Café**, Suzhou, Jiangsu, China

May to August 2010

Greeted guests, accepted orders, and served food

Translated menus, and provided services for foreign customers for satisfaction

VOLUNTEER & ACTIVITIES

English Teaching Assistant, **Primary School for children of migrant workers**,

Suzhou, Jiangsu, China

Assisted and organized classes for foreign teachers

Translated course materials for students

Graded assignments in timely manner

Participant, **WE Model United Nations**, Beijing, China

Represented Model of United Nations International Children's Emergency Fund (UNICEF)

Discussed and solved international issues and practiced leadership

Food Bank of Rockies, Denver, CO

Beta Alpha Psi

Dean's List Student

University Scholarship

Microsoft Office Specialist (Access, Excel, Word, PowerPoint)