

Ms. DONGYI SHAN

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Professional Skills	<ul style="list-style-type: none">- Statistical Analysis and Database Management- Office Word, Advanced Excel, Access and SQL	<ul style="list-style-type: none">- Applied Simulation Modeling- Mandarin
Education	University of California Riverside The A. Gary Anderson Graduate School of Management Master of Business Administration (June 2014)	Riverside, CA
	Nanjing Agricultural University Bachelor of Industrial Engineering (June 2012)	Jiangsu, China
Work Experience	CERNET Corporation - Business Assistant (Summer Intern, 2013) <ul style="list-style-type: none">• Used ERP System to manage orders, contracts, and to record invoices• Helped update and maintain database of customer information by using Excel• Visited campus store to gather information of daily sales and customer demand	Beijing, China
	Apple store - Sales Representative (Summer Intern, 2012) <ul style="list-style-type: none">• Introduced Apple solutions, technology, and services to customers• Informed and offered customers the complete suite of sales support options• Built relationships and maintained connections with customers	Shaanxi, China
	Community Service Office of Government - Office Assistant (Summer Intern, 2011) <ul style="list-style-type: none">• Organized paper documents, and other things assigned by leaders• Provided information on community services, and visited community residents periodically	Shaanxi, China
	University of California Riverside (2014) - Grader <ul style="list-style-type: none">• Graded homework and exams for Supply Chain Model Class of undergraduates	
Leadership Experience	Nanjing Agricultural University, Music Association President (2009-2010) <ul style="list-style-type: none">• Planned and organized the association's activities and music performances• Organized and performed in music shows and festivals such as Spring Festival• Received honor recognition for outstanding leader	
Extracurricular Activities	MBA Student Association, The A. Gary Anderson Graduate School of Management Director of Internal Affairs (2012-2013) <ul style="list-style-type: none">• Kept connection with all departments of AGSM and coordinated monthly events	
	Visiting Scholar - Seminar in Seattle, Washington (June, 2013) <ul style="list-style-type: none">• Took part in Going Green and Free Market Environment seminar	
	Enterprise Resource Planning (ERP) competition – Nanjing Agricultural University (2010) <ul style="list-style-type: none">• Accounting-Budget estimation on advertisement, order cost, facility and labor cost• Optimized production plan to adjust product lines based on demand forecasting• Operated and dealt with emergency, such as low cash flow, under estimation of budgets	
	Volunteer - AFWW, Senior Housing Development and Management Leadership Training (April 2013) Volunteer - Environment Advocacy in Xuanwu Lake, Nanjing, China (2009-2010)	
Interests	Travel, Running, Training, Climbing, Hiking, Arts, Reading and learning, Music (Guitar, Pipa, Piano)	