

# Ms. DONGYI SHAN

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