

Yi Guo

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Education Background

Aug.2014-Now	College of Business and Public Management, University of La Verne <ul style="list-style-type: none">✓ Master Major: Business Administration (Supply Chain)
Sep.2010-Jul.2014	College of Economics & Management, Shanghai Maritime University <ul style="list-style-type: none">✓ Undergraduate Major: Economics (International Economy and Trade)✓ The Second Class Prize Scholarship, Shanghai Maritime University (Sep.2013)

Extracurricular Activities

Feb.2015-Now	CSSA, University of La Verne Director of the of Propaganda
Feb.2011-Jul.2012	BOK Book Club, Shanghai Maritime University
Feb.2011-Jul.2011	Director of the Department of Propaganda <ul style="list-style-type: none">✓ Designed posters, leaflets, and catch phrases for club activities; compiled linking up words for opening marks and string field for "I am the Best Anchor " competition✓ In charge of working out activity plan; arranged tasks to each club member; followed up work schedule; helped to solved problems they faced during work
Sep.2011-Jun.2012	Director of the Club <ul style="list-style-type: none">✓ Took charge of drawing up annual work scheme and assignments; recruited new members to the club; organized related club member to conduct training work✓ Coordinated with other clubs in the university to hold some joint activities for enriching and improving extracurricular activities of college students✓ Acted as the chief producer of e-paper and issued every quarter; presided over a variety of Reading Seminar, Knowledge Contest and etc.; composed annual summary
Sep.2011-Jun.2012	"Centrino" Research Club, Head of the Planning Department <ul style="list-style-type: none">✓ Responsible for writing program proposals for college large-scale activities; accomplished investigation and survey on contents and forms of posters and leaflets of each activity✓ Cooperated with other departments to complete stage decoration in early stage; participated in on scene commander and tail-in work to manage the whole activity
Sep.2011-Sep.2012	Supplementary Weekly Magazine for College English, Campus Agent <ul style="list-style-type: none">✓ Sought for assistants to sale the magazine for college students; worked out sales plan and marketing strategies to gain a quantity of order which ranked No.1 on campus✓ Attracted more students to reach sales planning; guided promotion skills

Internship & Volunteer Experience

Feb.2014-May.2014	De Well Container Shipping Inc, IES Document <ul style="list-style-type: none">✓ Input correct shipping information in IES system, organized and archived documents, sent the bill of lading or the Invoice to the customer✓ transmitted, checked and modified data with foreign agents; handled overseas agents inquiries and correspondence relating to the bill of lading
Jul.2013-Dec.2013	Summergeate International Trading (Shanghai) Co., Ltd., Logistics Assistant <ul style="list-style-type: none">✓ Registered import & export information sheet according to sales order; Learned to choose batch number to arrange dispatching; assisted to coordinate type of shipping✓ Mastered the way to handle import receipts needed by commercial inspection and customs; provided help to conduct annual verification of the certificate
Sep.2011-Aug.2012	Flying China, Veterans long-term greeting projects, Volunteer <ul style="list-style-type: none">✓ Cared for the veterans in home visit, organized tea party monthly, New Year party and party founding festival

Honors & Awards

Nov.2010	Second-Prize of Questionnaire Design Competition, “Centrino” Research Club
Oct.2011	Outstanding Volunteer, School of Economics & Management, Shanghai Maritime University
Nov.2012	Outstanding Director of the BOK Book Club, Shanghai Maritime University