

XUAN WANG

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Permanent Address:

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Jinan, Shandong, China. 251400

EDUCATION

Indiana University, Kelley School of Business, Bloomington, IN

May 2015

Bachelor of Science in Business, GPA: 3.53/4.00

Major(s): Accounting & Finance

Shandong University

September 2010-December 2011

Bachelor of Journalism and Communication, GPA: 3.67/4.00

Major: Journalism

Three types of scholarships

EXPERIENCE

Company Services Bank Teller (Intern)-Bank Of China

June 2013- August 2013

Intern

- Worked for company who open accounts in Bank of China
- Handled foreign exchange services and e-bank services.

Office Assistance– Indiana University Area Coordinator's office

April 2014 – Now

Part-time employer

- Helped manager clean up files, operate MS excel and access, and reception.
- Published newsletter per month.

Computer Skills Peer Tutor Coordinator-Kelley School of Business

August 2012-May 2013

Tutor

- Helped the students learn complicated MS office (e.g. Access and Excel).
- Attended the help session to answer questions and solve problems.

News Reporter in News Agency (Intern)-China

July 2011 - August 2011

Reporter

- Followed a senior journalist to attend news spots and conferences.
- Published five news manuscripts on the newspaper.

ACTIVITIES

Elite & Talent Association at IU, Bloomington, IN

March 2012 – April 2013

Vice President

- Made posters and videos to disseminate activities, and Wrote news reports for website.
- Learned how to organize an activity successfully.

Kappa Gamma Delta Sorority at IU, Bloomington, IN

September 2012- November 2012

Member

- Finished the pledging on time and worked with members

Student Union, Shandong University, China

September 2010- December 2011

Vice President

- Got experience of leadership and raised social experience.

International New Students Orientation at IU, Bloomington, IN

August 2012

Volunteer

- Offered help to international new students and give new students the best advice.

Students International Communication Association (SICA), Shandong University Oct 2010- Dec 2011

Vice President

- Organized Model United Nations and SICA night.
- Interviewed popular professors and students and pressed a newspaper named *The Coast*.

SKILLS/INTERESTS

Native in Chinese and fluent English and basic Korean Computer skills Piano and Chinese clarinet