

TSZYEE CHENG (GLORIA)

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OBJECTIVE

To obtain a position in a company that utilizes economic and accounting skills, strategic thinking, organizational skills, communication skills, attention to detail, and promotes exceptional performance to employees in a growth-oriented company.

COMPUTER SKILLS

Languages

- Fluent in written and oral English. Professional fluency in written and oral Mandarin and Cantonese.

Software

- Advanced proficiency in Word, Excel, email and Internet applications, Proficiency in PowerPoint, Familiar with PCs and MACs

Personal

- Excellent interpersonal communication skills, strong writing aptitude, confident, work well in teams, culturally aware, sociable, leadership competent, teachable, and honest.

EXPERIENCE

Spring 2010-
June 2012

Restaurant Front desk reception, waitress and cashier, *Joe's excellent Chinese Cuisine, 1919 Ocean Ave, San Francisco*

- Preparing simple daily income statement and financial reports on daily basis. Taking phone- orders, and web-orders, service diner-in customers

June 2011-
June 2013

Program Host /Program producer/ Program operator, *Bay Area Metro Radio AM1400*

- Produce and host weekly Tech Talk show "HOT GOSSIP STATION" (Mandarin) and "KING OF THE LIFE" (Cantonese) targeted at Chinese communities at large in San Francisco Bay Area and globally. Aim to report latest and

international entertainment news and provide useful knowledge and tips to improve our life quality.

January 2012-
June 2013

Online radio program host and producer, *Thou Media*

- Produce and host the Weekly entertaining and informational Radio Show "BEAUTY'S SERECT" (Mandarin) AND "LIFE WITH INTELLIGENCE". (Cantonese). Providing the latest beauty information and news, sharing the stories to make our life better.

EDUCATION

March 2015 **Bachelor's degree, Major degree: Business/Managerial Economics**
University of California, Davis

March 2015 **Bachelor's degree, Minor degree: Communication**
University of California, Davis