

Li Y. Swafford

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Objective:

To obtain a full-time job the within the field of Business and or Management

Education:

<i>Master of Arts in Economics</i>	May 2014
Top 10% of class	
Emphasis in business forecasting	
Recipient of international students scholarship in 2013	
Wichita State University, Wichita, KS	GPA 3.58/4.0
<i>Bachelor of Art in Business English</i>	May 2011
Double major in Organizational Leadership	
Top 10% of class	
Receive American style Education in China	
Emphasis in Business English	
Sias International University, Xinzheng, Henan, P.R.C.	GPA 3.2/4.0

Class Projects:

<i>Forecast yen and dollar exchange rate</i>	Spring 2014
<ul style="list-style-type: none">Collected economic data from internal and external sourcesUsed predictive modeling, trend analysis, and data analysis in Eviews	
<i>Led a group project of improving small on campus business</i>	Fall 2009
<ul style="list-style-type: none">Communicated with business ownersWorked with team members and built team work	

Work History:

<i>Manager Assistant</i> Asian Super Buffet, Wichita, KS	April 2014 – Present
<ul style="list-style-type: none">Open and close accountCash managementCustomer service	
<i>Student worker</i> Wichita State University, Wichita, KS	Oct. 2011 – May 2013
<ul style="list-style-type: none">Tutored students with disabilities in Chinese and MathematicsDeveloped the most efficient method for individual student	
<i>Chief Recruiter Assistant</i> Sias International University, China	August 2009 – May 2011
<ul style="list-style-type: none">Managed employee profilesCommunicated with foreign applicants through emailsAppointed as the team leader in the management of the recruitment assistants' teamAssisted in the other office administrative work, such as arranging meetings and receptionist dutiesTraveled with foreign students group	

Honors and Activities:

TRIO Disability Support Service Tutor of the Year in 2012
Advanced Individual in 2011
Honor Leadership skill in 2008, 2009, 2010, and 2011
Volunteer for Women's Symposium