

Liya Yi

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EDUCATION

Stony Brook University, State University of New York, School of Management

Bachelor of Economic Major

Bachelor of Business Management

Stony Brook, NY

Expected May 2015

Expected May 2015

PROFESSIONAL EXPERIENCE

Stony Brook University Recreation Center

Campus Recreation Center Staff

Stony Brook, NY

April 2014 - Now

- x To enhance the quality of life for students, faculty, and staff with the opportunity to participate in progressive programs, services and facilities, including intramural sports, fitness and wellness programs, club sports, informal open recreation, and special events. We provide infused outcome based opportunities for student development in all aspects of wellness, leadership, professionalism and academic success.

Shanghai World EXPO Volunteer

Volunteer

Shanghai, China

May 2010- Oct 2010

- x Helping Shanghai EXPO Bureau discover service and donation opportunities that fit their skills and interests.
- x Guide the traveler look around the EXPO Garden.

Shanghai Pamir limit Liability Company

Hall Manager

Shanghai, China

sept 2009- April 2012

- Estimate food consumption, place orders with suppliers, and schedule delivery of fresh food and beverages.
- Resolve customer complaints about food quality or service.
- Monitor actions of staff and customers to ensure that health and safety standards and liquor regulations are obeyed.
- Maintain budget and employee records, prepare payroll, and pay bills, or monitor bookkeeping records.
- May use computer software to monitor inventory, track staff schedules and pay, and perform other record keeping tasks.
- Check quality of deliveries of fresh food and baked goods.
- Total receipts and balance against sales, deposit receipts, and lock facility at end of day.
- Select or create successful menu items based on many considerations, and assign prices based on cost analysis.
- Recruit, hire, and oversee training for staff.
- Schedule work hours for servers and kitchen staff.
- Monitor food preparation and methods.

LEADERSHIP EXPERIENCE

International Soccer Club of Stony Brook University

President

Stony Brook, NY

September 2013- Present

- x Organize games via social media with Turkish, Korean, American, and Chinese soccer clubs to build international league
- x Plan weekly and monthly meetings, as well as, training programs to improve the team performance

Stony Brook University Chinese Unity Club

Compere

Stony Brook, NY

September 2011- May 2012

- x distribute leaflets, take a video and organize for events.

SKILLS & INTERESTS

Language: Fluent in Uyghur, Chinese, English

Technical: Proficient in Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft XP, Teammate

Interests: Folk singing and dancing, playing traditional Uyghur instruments, soccer, table tennis, tutoring, and community service