

NAME

LeTourneau University, P.O. Box 7001, Longview, TX

email

phone #

Seeking an internship opportunity in Finance and International Business fields. I am an initiative driven individual who enjoys networking and problem solving, along with planning, directing, and coordinating activities. I also have experiences in leadership and events organization.

EDUCATION: B.S. in Finance
Minor in Economics and Accounting
LeTourneau University, Longview, TX
Graduation Date:
GPA:

PROFILE:

Leadership:

- Co-founder and Secretary of Professional Accounting Society (P.A.S.) at LeTourneau University. Coordinate the club's events, prepare roll call, preserve and authenticate meeting records and documents, and oversee all official correspondence for the organization.
- Co-founder of LeTourneau Good Stewards Group at LeTourneau University whose primary purpose is to raise students' awareness of sustainability issues.

Communication:

- Strong networking and cross cultural communication skill due to international background and active involvements in campus activities.

Computer: Internet, Windows, Excel, PowerPoint, and Word.

HIGHLIGHTS:

- Dean's List Student
- Honor Scholarship from LeTourneau University
- Member of Sigma Beta Delta (International Honor Society for Business, Management and Administration)
- Nominated Who's Who among Students in American Universities & Colleges
- Serve as Basic Certified Income Tax Preparer for Greater Longview United Way

EXPERIENCE:

Student Intern: Company, City, St (dates)

- Assisted organizing Summer Youth Program at Rice University.
- Perform office tasks including record minutes at monthly board meeting, update website, create, organize, and preserve necessary documents.

Student Assistant: School of Business, LeTourneau University, Longview, Texas (dates)

- Handle office tasks including create, organize, and preserve necessary documents and books.
- Edit- and create case studies for Business Research Method booklet.
- Coordinate International Academic Chapel for School of Business at LeTourneau University.

Mail Assistant: University Mail Center, LeTourneau University, Longview, Texas (dates)

- Sort and deliver departmental mails and packages.