Vivian Liu

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Objective

To obtain an internship in Summer 2018 in Management Information Systems where I can apply my professional skills and knowledge

Education

The Pennsylvania State University — Dec 2018
Smeal College of Business — University Park, PA
Bachelor of Science in Management Information Systems — Cumulative GPA: 3.48
Minors: Information Sciences and Technology — Major GPA: 3.63
Dean's list 4/4 Semester

Experience

The Penn State Office of Residence Life — June 2017—Present
Women in Science and Engineering House Resident Assistant — University Park, PA

- Serve as a highly visible campus leader and representative of Office of Residence Life and the Penn State University.
- Assist residents in developing a meaningful community that supports and promotes the ideals of personal and academic responsibility within the residential living environment
- Engage students in formal and informal peer interactions in relation to area of academic interest
- Assist the housing administration by educating residents on fire and personal safety

The Penn State Food and Service Student Hiring Office — May 2017 – Oct 2017
Summer Intern — University Park, PA

- Dedicating in organizing spreadsheet and database for student employees
- Responsible for issuing W-4, W-9 and I-9 to domestic and international students
- Actively recruiting prospective employees at resource fair and hosting hiring session to over 100 students

Real Estate Boot Camp — Aug 2017 –Present
Active member

- Develop professional skills such as resume preparation and interview skills
- Engage with top leaders in real estate industry in events of panel discussion, mock interviews and site visits
- Attend ARGUS software certification training

THON Committee — Oct 2016 – Feb 2017
Administrative Assistant, Rules and Regulation Event Safety — University Park, PA

- Communicated with team of 40 individuals in order to delegate tasks by organizing agenda and Google-Docs.
- Implemented an attendance policy at meetings by accounting for individual present and reaching out to those absent to ensure accountability

The Penn State University Pollock Dining Commons — Sep 2015 – Sep 2017
Crew Leader — University Park, PA

- Dedicate worker responsibility to 20 members of a team by training new employees and identify new talents.
- Supervise work in food preparation and serving duties to develop leadership skills.
- Work an average of 25 hours per week while maintaining meaningful full time student status

Skills

Chinese speaking fluency with comprehensive reading and writing skills
Microsoft office
Communication skills