

Yue Zhang

Seattle, WA | zhangyue@seattleu.edu | [linkedin.com/in/yue-zhang-st](https://www.linkedin.com/in/yue-zhang-st)

Education

Seattle University

Seattle, WA

Bachelor of Arts in Business Administration, Accounting

Expected Grad. Jun. 2020

- Scholar in Alfie Scholarship program, which cultivates leadership with civility and concern for social justice
- Messina Scholarship

Bellevue College

Bellevue, WA

Associate in Business

June 2018

- Courses include: Accounting, Economics, Statistical Analysis, Business Law, Business Consulting classes, and Calculus I & II
 - Team leader in accounting, statistical analysis, and business consulting classes
-

Work Experience

King County Downtown Public Health Center

Seattle, WA

Administrative Assistant Intern

June 2018 – Present

- Communicate with vendors and co-workers about projects that increase public's health awareness using emails and calendar in MS Outlook
- Make posters and maps with MS Publisher for Emergency Preparedness and Employee Engagement Projects to make a safe and fun workplace
- Use Excel, Word, and Publisher proficiently to create forms and graphs to track and present data
- Co-organize All Staff Meetings that include 86 people; take minutes and presented them in comprehensive form
- Track vendors, inventory, invoices, and account numbers with forms and present them with comprehensive graphs using Excel

Bellevue College Business and Economics Study Center

Bellevue, WA

Tutor

Jan. 2017 – June 2018

- Tutored 8 students a day in statistics, accounting, and economics concepts using various methods related to their learning styles resulting in their better performance
- Communicated effectively with students with different backgrounds, creating a welcoming learning atmosphere

Bellevue College Library

Bellevue, WA

Tech Hub Rover

Jan. 2017 – June 2018

- Trouble-shot basic computer problems and taught how to print and copy documents and use MS Office software to 15 students an hour
- Checked in and out and tracked laptops, headphones, and chargers to 10 students an hour
- Searched books effectively for students using the library naming system

Tully's Coffee

Bellevue, WA

Barista

Mar. 2017 – Oct. 2017

- Provided exceptional customer service by having a friendly attitude, delivering efficient service, and maintaining a clean and comfortable environment
 - Processed orders and payments using register with high accuracy
 - Promoted sales on drinks and gift cards as a team member and hit the highest sales in the region
-

Volunteer Experience

United Way at Seattle Downtown Library

Seattle, WA

Tax Preparer

2016 -- 2018

- Prepared accurate tax returns for 5 low-income families a day
- Assisted clients to find appropriate health care insurance