

Xuelei Zhao
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Address

209 Washington Ave
Ames, IA 50010
(847) 525-8918

Competency

Exceptionally skilled in Team Roles, Relationship Building, developing sound solutions, high level growth and spearheading effective institutional management strategies towards attaining set goals and objectives.

Seeking to leverage intensive background in institutional development.

EDUCATION

Iowa State University Ames, IA
Bachelor of Science in finance
Graduation: Fall 2015

WORK EXPERIENCE

ISU International Partners --Iowa State University 01/ 2013-12/2016

Vice President

Child Care Centre 05/ 2013-08/2015

Volunteer- Zhengzhou, China

- Trainer of Life Skills to helping children copes with family background issues

Cloth Warehouse –Zhengzhou, China 06/2014- 08/2014

- Assisted with inventory
- Handled complaints and facilitated client satisfaction
- Built displays for featured products
- Cashier, Inventory Management and Displayed Featured Products

Henan Agriculture University Academic Success Center

Tutor - Zhengzhou, China 02/2016 – 07/2016

- Lectured English courses to help tutees understand key concept
 - Led discussions among tutees to let them solve problems
 - Covered course material effectively and during the one-hour session
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HONORS AND AWARDS

Dean's List Fall 2012, Spring 2013
Recognized for Community Services roles and meritorious performance Summer 2015

COMPUTER SKILLS

Proficiency in Microsoft Access, Word, Excel, CAD and PowerPoint

LANGUAGE

Mandarin and English