

Michelle Yan

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EDUCATION

University of Maryland at College Park
Robert H. Smith School of Business
Awards: Dean's List (Fall 2015 - 2017)

B.A. Psychology, General Business Minor
Expected: May 2018
GPA: 3.76

SKILLS

- Bilingual: English and Chinese (Mandarin and Cantonese)
 - Computer programs: Adobe Creative Suite (Photoshop, and Premiere Pro), Microsoft Office
 - Strong interpersonal skills and conflict management skills
 - Ability to handle and prioritize multiple tasks
 - Strong analytical, problem-solving and decision-making skills
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EXPERIENCE

University of Maryland Comptroller's Office ▪ College Park, MD **June 2014 – Present**

Student Intern

- Validates accounts and invoice amounts in Kuali financial system for capital project's invoices
- Processes fiscal inventory date for capital assets
- Reconciles asset information in Kuali financial system, reviews and adjusts for deleted assets in Kuali financial system
- Maintains physical inventory for the Comptroller office

Old Maryland Grill ▪ College Park, MD

Fine Dining Hostess

August 2017 – Present

- Greets guests, assigns tables, schedules reservations, and takes room service orders.
- Assists servers with special requests and guest inquiries

HousePouch ▪ Washington D.C.

June 2017 - August 2017

Digital Marketing Intern

- Updated HousePouch product inventory
 - Created original advertising content, such as videos and pictures, for Facebook, Twitter, Pinterest and Instagram
 - Analyzed social media statistics to increase web traffic on the website and social medias
 - Designed website layouts to improve user experience
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EXTRACURRICULAR

Photographer for UMD Spoon University

August 2016 - Present

- Takes photography for student produced articles
- Collaborates with small local businesses and Whole Foods to promote new openings and products

Undergraduate Learning/Teaching Assistant

January 2015– Present

- Engages students in class material through interactive activities to reinforce the content learned in lecture
- Grades student quizzes to help teacher and offers productive feedback for future student growth

Finance Board Representative

August 2014 – May 2015

- Increased transparency between student government association and UMBC's student body through effective communication of SGA's goals
- Allocated funds to campus organizations
- Elected as member of the board after winning the general election with the most votes