**yong**

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**Objective:** Seeking Summer 2019 internship in Hospitality Management, Lodging, Event Management and Sales

**Education**

Missouri State University Cape Girardeau, MO **December 2019**

**Bachelor of Science in Hospitality Management**

***Related Projects:***

* ***Event Planning:*** Planned and prepared food and beverage service for 100+ guests at campus open house
* ***Entertainment:*** Competed at cultural campus event showcasing Tibetan culture, cuisine and costumes; earned top honors

University of Electronic Science and Technology of China Chengdu, China **June 2012**

**Bachelor of Science in Business Management**

**Related Hospitality Work Experience**

Catapult Creative House Cape Girardeau, MO **Summer 2018**

**Coffee Bar Attendant**

* Greeted guests, described food and beverage offerings and suggested menu items to appeal to guests
* Prepared variety of beverages and food offerings per guest preferenes to ensure satisfaction
* Processed variety customer transactions includng credit/debit/cash/gift cards and internal accounts to ensure accurate sales reporting
* Practiced strict safe handling and cleaning of work areas, utensils, and equipment to insure health and safety regulations are strictly followed

**Work Experience**

Sichuan Dege State Administration of Taxation Tibet Autonomous Prefecture of Sichuan Province

**Tax Assistant** **February 2014—February 2016**

* Translated Tibetian/Chinese languages to ensure residents understood taxation rules/regulations
* Prepared, organized, and managed documents, reports, and statements according to tax rules and regulations
* Responded to client phone and in person questions/inquiries regarding tax preparation
* Verified tax documents for individuals and companies to insure compliance with regulations
* Examined the accounts of a company or an individual suspected of fraud
* Coordinated information sharing with public on new tax laws or changes
* Arranged for the collection of unpaid tax
* Managed, maintained, and updated tax database
* Prepared monthly, quarterly, and annual business reports and calculated tax obligations

Government of the People’s Republic of China. Tibet Autonomous Prefecture of Sichuan Province

* **Secretary** **September 2012—February 2014**
* Updated daily reports and arranged meetings and events schedules
* Compiled data and prepared documentation to write and distribute offical correspondence to appropriate department
* Produced agendas and took minutes during weekly meetings
* Maintained budget and purchased supplies for the office; tracked inventory of office supplies
* Liaision with relevant organizations

MO JI Coffee Shop Autonomous Prefecture of Sichuan Province

**Supervisor & Manager October 2014—December 2015**

* Created business plan and managed financial operations of a small business with friend
* Manage day-to-day operations of the café including hiring and training wait staff
* Train employees on beverage preparation and proper use of coffee equipment
* Coordinate with vendors and order supplies, as needed (like takeaway cups, coffee, milk and other ingredients)
* Maintain updated records of daily, weekly and monthly revenues and expense

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**Campus Engagement**

**Carpe Diem November 2017**

* Competed at cultural campus event showcasing Tibetan culture, cuisine and costumes; earned top honors

**International Student Association at Southeast “Taste of the World” September 2017**

* Cooked and served Tibetan traditional dish, MOMO for this event open to the university community.

**SEMO International Festival October 2016**

* Competed in celebrating cultural diversity at Southeast, by perfoming traditional Tibetan Dance

**Volunteer Experience**

**Animal Rescue Community**  Tibet Autonomous Prefecture of Sichuan Province **March 2014 - Present**

* Fundraised, gave shelter for street dogs, released animal form live trap and rescued animal from slaughter

**Companionship For Elderly** Derge, Ganzi Tibet Autonomous Prefecture of Sichuan Province

**December 2013-January 2016**

* Volunteered cooking, cleaning the collective housing building for elderly individuals without family members
* Solicited clothing and household goods needed by residents by using social media to request needed items

**Derge Parkhang**  Tibet Autonomous Prefecture of Sichuan Province **July-August 2014**

* Volunteered as a narrator for Derge Sutra Printing House.
* Narrated history of the Printing house, Tibtan literature, and woodblocks. Helping visitors a deeper understanding and appreciation of the Sutra Printing House.

**Monastery Environmental Clean Up**  Tibet Autonomous Prefecture of Sichuan Province

**June 2013 – October 2015**

* Picked up the trash from top mountain to riverside in every Summer and Fall to beautify area and ensure health and safety of area residents

**The 2010 Yushu Earthquake** Chengdu, Sichuan(China) **April 2010**

* Volunteered in fundraising to provide survivors with needed supplies, clothing and food

**The 2008 Wenchuan Earthqake** Chengdu, Sichuan (China) **May - June 2008**

* Volunteered in fundraising and earned students top honors in charity work

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| **PC Computer** | MS Word- tables, design/layout; Excel-spreadsheets; formulas; reports |
| **Specialized Software** | |Microsoft office, windows and MacOS, spreashet, powerpoint, social media |
| **Language Skills** | Fluent reading, writing and speaking Tibetian (native); Mandrian Chinese and English |

**Skills**