

Xinhe Yu

Contact

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Skills

Leadership:

- ✓ Project leader
- ✓ CEO in Business Competition

Technical Skill:

Proficient in using

- ✓ Word doc
- ✓ Excel
- ✓ PowerPoint
- ✓ Basic of python
- ✓ Adobe illustrator
- ✓ Adobe design
- ✓ WeChat
- ✓ Instagram
- ✓ Facebook

Interpersonal Skill

- ✓ Reconciling group member conflicts
- ✓ Presented in a business course

Written Skill

- ✓ Got a B+ on a post-reading essay
- ✓ Summarize and complete business report

Business Work Experience

Noodle Waffle Café

Burnaby, BC, Canada
July 2022 – present

Receptionist

- ✧ Operating the store's machines including the use of collection and payment operations and summarizing daily closing records
- ✧ Solving customer needs includes explaining the details of the products and recommendations, as well as emergencies where the customer feedback does not meet the requirements for the backroom to redo

Beijing Baicheng International Travel Co., Ltd

Chaoyang, Beijing, China
July 2018 – August 2018

Receiving and Paying Operation Assistant

- ✧ Check the balance of the cash account recorded by the accounting department to see if the accounts match
- ✧ Organize cash statements including balance sheet, income statement, and cash flow statement

Education

Simon Fraser University

May 2022- Present

Economic Major, Business Administration Minor

Expected Graduation: May 2025

Relevant Courses include:

- ✧ Business Statistics
- ✧ Introduction to Logic and Reasoning

Fraser International College

May 2021 – May 2022

Business Administration Major

Relevant Courses include:

- ✧ Financial Accounting
- ✧ Graphic Design
- ✧ Calculus I for the Social Sciences
- ✧ Principles of Macroeconomics
- ✧ Computing Science and Programming
- ✧ Critical Thinking

Interests

- ✓ Electronic piano
- ✓ Chess
- ✓ Yoga
- ✓ Badminton
- ✓ Skating
- ✓ Roller skating
- ✓ Comic
- ✓ Drawing

Awards

The mathematics league
certificate of achievement (Top
50%)
-November 2018

Outstanding CEO and the third
Company by MicroBiz!
Organizing Committee
-December 2018

Volunteer experience

Hedong District community public service:

January 2019 – February 2019

- ✧ Volunteered to work with an individual student who wanted to learn English, and after --- months, improved their efficiency in learning English
- ✧ Understanding the general structure of the neighborhood, as well as helping community members install cameras

Projects

Fraser International College

Burnaby, BC

Webpage Design

Graphic Design

April 2022 – May 2022

2 team members

- ✧ Research the pictures, information
- ✧ Create new contact details and logos for the companies we create
- ✧ Design a Landing webpage, a company Biography webpage, an online Article webpage, and an event Detail webpage
- ✧ Presented with group members and received a B+

Fraser International College

Burnaby, BC

Project leader

Introduction to Essentials of Business Communications

January 2022 – May 2022

7 team members

- ✧ Seek input from all to develop presentation company content topic: Microsoft
- ✧ Assign weekly group work content including Business Report, Team Charter, Minutes/Agenda, Research Report, and Presentation Outline documents
- ✧ Allocate PPT content and presentation sections and rationalize weekly meeting time
- ✧ Organize weekly meeting content summary and the results for presentation recording