**Yinqi Song**

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CAREER PROFILE

* Fluent in English (passed NAATI exam and achieved overall 6.5 score in PTE)
* Proficient in Microsoft applications especially Excel, word, PowerPoint
* Excellent written and verbal communication skills through work and volunteer experiences
* Possess strong analytical and problem solving skills
* Highly trustworthy and ethical

EDUCATION

**Bachelor of Commerce (major in Accounting and finance)** 2014 -2016

**University of New South Wales, Australia**

 Achieved above-credit average in all subjects (already passed 18 courses of CPA and will continue studying to achieve the certification)

PROFESSIONAL MEMBERSHIPS

**Staff of Human Resource department, UNSW Chinese Student Association** 2014-2016

* Edit the newsletters of events ‘because of you’, Annual General Meeting and welcome party
* Organize and summarize the whole Association stall timetable
* Provide ideas to some activities (work with activity department to organize the game and edit the words of the posters)

EXTRACURRICULAR ACTIVITIES

**Volunteer of Drum Tower Hospital, China** JAN-FEB 2015

**Volunteer of New South Wales general election**  MAR 2015

Enhanced public speaking and presentation skills in a variety of competitions

**Volunteer of APFIA career exhibition** APR 2015

* Do the record of the speech, summarize the notes then edit newsletter which uploaded to wechat public platform
* Developed teamwork and communication skills working in groups in hospital and exhibition

**Volunteer of Australia Youth association** SEPT 2015

* Contract with six corporations to invite them to attend the mid-autumn event and work together with other university student union
* Improve my speaking skills and rich teamwork experience

**Translator of UNSW open day, Nanjing** JULY 2016

* Do translating work to assist business school professors to communicate with parents and students
* Do some promotions and brief consultation of UNSW business school

**Volunteer of City2Surf 2016** SEPT 2016

EMPLOYMENT HISTORY

**Waitress in western restaurant Yos Mite, china** NOV 2013 - JAN 2014

**Waitress in one restaurant in kingsford , Australia** JUL 2014 - SEPT 2014

* Utilised strong communication and interpersonal skills to provide excellent customer service
* Developed strong organisational skills coordinating meals for hundreds guests

**Staff of CHATIME, Australia** OCT 2014

Increased courage and selling power through introducing the products and the promotion activity

**Be purchasing agency of Australia products** 2015-2016

Develop a MP and wechat shop: edited the products articles and through introduce Sydney activities, life experience and promotions to maintain and increase the customers in order to provide excellent customer service