

EDUCATION

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| <b>Rutgers University</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>New B</b>      |
| <i>Bachelor of Arts (B.A.); Major in Sport Management</i>                                                                                                                                                                                                                                                                                                                                                                    | 09/2023 - 05/2027 |
| <ul style="list-style-type: none"><li><b>Major Coursework:</b>Sport Marketing, Leadership Development in Sport, Sport Analytics, Sport and the Law, Basic Statistics for Sport Management, Teaching &amp; Coaching Individual &amp; Team Sports, Sociology of Sport, Gender &amp; Sport</li><li><b>Relevant Coursework:</b> Sociology of Sport, Computer Applications in Business (Excel), Intro to Macroeconomics</li></ul> |                   |

EXTRACURRICULAR ACTIVITIES

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| <b>Rutgers Chinese Men’ s Soccer Club</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>New Brunswick, NJ, USA</b> |
| <i>Captain &amp; Team Manager</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Jan 2024 – Present            |
| <ul style="list-style-type: none"><li>Led end-to-end operations for a 25+member collegiate club team, acting as the primary point of contact for scheduling, logistics and match-day execution; coordinated field bookings, opponent liaison, player registration, travel arrangements, equipment preparation and referee coordination for 25+ matches, delivering 95% on-time execution and cutting pre-match preparation time by 30%–60%.</li><li>Managed administrative and financial operations, including budgeting, dues tracking, payment processing, and meticulous record-keeping for team expenses; implemented an Excel-powered budget tracking system to oversee a \$5k-\$8k annual team budget, reducing budget variance to below 5% and slashing unnecessary annual expenses by \$1k.</li><li>Built and maintained a centralized Excel operations tracker to organize core team data, including attendance records, match schedules, equipment checklists, and fee status; summarized key insights using PivotTables and consolidated records via XLOOKUP/VLOOKUP, automating data aggregation and reducing report generation time from 2 hours to 10 minutes, supporting data-driven decision-making.</li><li>Maintained team organization and accountability through clear communication, role assignment, and regular follow-ups; streamlined workflows to ensure all activities and tasks were completed on schedule, increasing the on-time task completion rate from 60% to 90% and enhancing team collaboration efficiency.</li></ul> |                               |

SKILLS & INTERESTS

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| <b>Languages:</b> Mandarin (Native); English (IELTS 7.0/9); 4+ years of overseas study and living experience  |
| <b>Technical Skills:</b> Microsoft Excel (PivotTables, VLOOKUP/XLOOKUP, Charts); PowerPoint; Google Workspace |
| <b>Core Competencies:</b> Event Coordination, Budget Management, Team Leadership, Public Communication, Data  |
| <b>Interests:</b> Football analytics; strength & conditioning                                                 |