

Gongbin Wang

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EDUCATION

Baruch College

Bachelor of Business in Accounting, GPA: 3.58

New York, NY

Expected Jun 2023

EXPERIENCE

HANAC, Inc

Assistant human resources

Queens, NY

Jun 2019 - Aug 2019

- Assistant of the human resource department
- Reorganized the employer filed
- Researcher of the Non-profit organization program

HANAC Astoria Steinway Beacon at IS 141

Assistant teacher

Astoria, NY

Jul 2018-Aug2018

- Teacher assistant for primary students safety
- Help children solving study questions

EXTRA-CURRICULAR

Grace Chinese Lutheran Church

Volunteer

Flushing, NY

Sep 2017-Aug 2018

- Served as a Chinese teacher's
- Read with students individually
- Graded and packed worksheet
- Helped pupils with homework

SKILLS

- **Technical:** Microsoft Excel, Word, PowerPoint, and Photoshop skills.
- **Language:** Chinese/English Oral and Written Communication, Conversational Chinese Mandarin
- **Time Management, Responsible, Self-motivation, Adaptable**