Yang Li

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EDUCATION

California State University - San Bernardino **San Bernardino, CA**
Major 1: Information Systems - Business Analytics *Expected Graduation: Jun 2028*
Major 2: Business Administration - Accounting *GPA: 3.00*

- **Relevant Coursework:** Intermediate Financial Accounting, Advanced Data Analytics, Business Analytics, Finance, Information Systems, Information Systems Management, Supply Chain Management, Marketing, Advanced Networking

Riverside City College **Riverside, CA**
Associate Degree for Transfer (ADT) - Business Administration *Mar 2025 - Jun 2026*

- **Relevant Coursework:** Accounting, Data Science, Macroeconomics, Microeconomics, Statistics, Business Law
  Extracurriculars: Better Your Decision Club, Finance & Investment Banking Society

PROFESSIONAL EXPERIENCE

Pot On Fire | Hot Pot Restaurant **Eastvale, CA**
Server Lead *Aug 2024 - Present*

- Lead a team of 12 staff members during high-demand shifts serving 100+ tables, delegate server responsibilities, and coordinate with kitchen staff and restaurant management, helping reduce average wait times by 30 minutes
- Support accurate processing of $8,000+ in daily customer payments and help resolve payment and service issues
- Train and mentor staff on duties and service standards, improving service quality and order accuracy by 20%

East West Bank | Global Banking and Financial Services **Ontario, CA**
Associate Banker *Nov 2025 - Apr 2026*

- Opened and serviced over 50 customer accounts daily, verified required customer documentation, maintained and account records in accordance with bank policies, and reviewed account data to resolve routine discrepancies
- Processed 100+ customer account records with Excel PivotTables, reducing errors and saving hours each week
- Audited 500 dormant and frozen accounts, reducing discrepancies by 15% and supporting internal reporting

Walnut City Hall | Municipal Government **Walnut, CA**
Administrative Intern *Jul 2024 - Sep 2024*

- Reviewed and organized 300+ applicant and interview records weekly for accuracy and completeness, supporting the overall hiring process and reducing the time needed to locate and review relevant hiring information by 10%
- Maintained and updated 20 spreadsheets and administrative records, ensuring accurate data for daily operations
- Created weekly PowerPoint slides summarizing applicant data for city staff to support recruitment coordination

FINANCE & LEADERSHIP EXPERIENCE

Better Your Decision Club | Student Organization **Riverside, CA**
Vice President of Finance *Sep 2025 - Jun 2026*

- Monitored a $30,000 annual budget in Excel and maintained financial records for 2 club accounts supporting 30+ events of varying sizes, tracking expenditures and reimbursements against available funds over the school year
- Utilized SQL to summarize club expenses and report costs, balances, and reimbursements to guide club decisions

Finance & Investment Banking Society | Student Finance Organization **Riverside, CA**
Vice President of Internal Affairs *Jan 2026 - Jun 2026*

- Coordinated weekly communications for 50+ members through Outlook and Microsoft Office and maintained internal records for the student finance organization, organizing member correspondence and documentation
- Collaborated with fellow officers to plan events, coordinate club operations, and follow up with club members

SKILLS & INTERESTS

Skills: MS Excel, MS PowerPoint, MS Project, MS Word, SQL, Python, Data Analysis, Data Accuracy, Financial Recordkeeping, Budget Monitoring, Financial Reporting; ChatGPT, Claude (prompts, research, summaries, coding)
Languages: English, Chinese (Mandarin, Cantonese)
Interests: Hiking, Snowboarding, Fitness, Running, Cooking, Coding, Web Design, AI, Economics, Investing, Tech