

# SADI MU

SAGE Scholar

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## Education

**Double major:** Bachelor of Arts, Economics and Statistics – University of California, Berkeley, May 2011

**GPA:** 3.56/4.00 while working

**Relevant Courses:** Statistics, Intermediate Macroeconomics and Microeconomics, Financial Accounting, Financial Economics, International Trade, Econometrics, Multivariable Calculus, Physics for Scientists and Engineers, Symbolic Programming

**Honors:** Horatio Alger Association Orange County Scholar (2007-present); Change a Life Foundation Scholar (2007-2009);

**Ooma Marketing Case Competition Participant** (2008), Orange County Academic Decathlon Speech and Math Competition 2<sup>nd</sup> place (2006-2007)

**Affiliations:** Ascend – Berkeley Chapter, Undergraduate Economics Association, Cal Actuarial League

## Summary

- Thrive on challenge and new opportunities and readily inspire the confidence and trust of clients
- Effective listening skills and attention to details
- Commitment to professional growth and development in financial services
- Fast in learning and comprehending new systems and methods
- Hard worker; honest, loyal, and extremely reliable
- Excellent relations with vendors, customers, co-workers, and professionals

## Experience & Skills

### Problem Solving

- Solved requests regarding shipment, urgent orders, and end-users' special needs
- Negotiated with vendors to confirm price and resolved pricing issues and inconsistencies
- Initiated innovative techniques to surpass other student organizations at a fundraising event, exceeding \$400

### Communication

- Purchased equipments using Filemaker Pro, completed 15 calls per hour
- Provided information to students and parents for the College of Engineering to attract highly qualified candidates
- Excellent tutor, patient and effective with a wide range of personalities
  - Explained concepts in various subjects to over 200 students ranging from elementary to high school

### Teamwork/Leadership

- Supervised professional events specific to the finance field with a turnout of over 60 people, as part of a leadership team
- Earned prep courses over the value of \$1,000 from sponsors by working with other club officers
- Delivered case competition workshop to over 50 students with other team members
- Promoted the function and value of the club at Calpalooza and attracted close to 250 new members
- Corrected over 120 student assignments and provided feedback, which resulted in higher grade and school attendance

### Organization/Administration

- Schedule advising appointments to over 2,800 students to reduce the workload on advisors and colleagues
- Synthesized about 2,900 students evaluations of faculty and staff to provide feedback to colleagues
- Published and updated content for the College of Engineering advising website and internal manual, informing 6 advisors and nearly 3,000 students of upcoming events and deadlines
- Systematized class notes online for disabled students to keep up with their academic work

### Accounting Knowledge

- Able to set up balance sheets and income statements, and analyze clients' assets and liabilities
- Developed solid theoretical base in financial accounting

### Computer and Language Skills

- Microsoft Office, Firemaker Pro, Oracle Calendar, Photoshop, Thunderbird, Scheme, Gretl, R, Outlook Express
- Fluent in Mandarin, Intermediate Japanese (reading, writing, and speaking for both languages), learning Cantonese

## Work History

2009-present	<b>Note-taker</b>	Disabled Students' Program, UC Berkeley, CA
2009-present	<b>Student Affairs Assistant</b>	College of Engineering, UC Berkeley, CA
2008	<b>Purchasing Assistant</b>	Molecular and Cell Biology Department, UC Berkeley, CA
2006-2007	<b>Tutor</b>	Local schools, Anaheim, CA