

Mintai Wang

2113 Zollinger Road
Columbus, Ohio 43221

(614) 806-4609
wang.1276@osu.edu

OBJECTIVE Seeking experience in business fields that require quantitative and analytical skills

EDUCATION **The Ohio State University** **Columbus, OH**
Bachelor of Science in Business Administration (June 2012)
• Specialization: Finance
Bachelor of Science in Mathematics
Minor in French
GPA: 3.732
Honors in Both Colleges
Business Scholars Program & Scholarship
Self-financing 50% of Educational Expenses

WORK EXPERIENCE **White & Fish, L.P.A., Inc. ; Paralegal Assistant** **Columbus, OH**
(July 2008 – Present)
• Make decisions on the next step of collection cases
• Prepare pleadings and documents
• Review case status and updates
• Research information on cases, rules and laws of courts
Express, LLC; Associate **Columbus, OH**
(August 2009 – Present)
• Promote and market products to customers
• Help customers with purchase decisions and finding products
MCL Restaurant & Bakery; Cashier and Server **Columbus, OH**
(August 2006 – February 2009)
• Provide fast and efficient customer service
• Won Secret Shopper's Award

LEADERSHIP, ACTIVITIES & INTERESTS **Purchasing and Supply Management Association** (September 2008 – Present)
Vice President – Finance (April 2009 – Present)
• Manage the organization account and budget organizational spending
• Prepare presentations and documents for events and meetings
• Network with business representatives
Business Scholars Program (September 2008 – Present)
• Guide first year business scholars by being their mentor
• Improve business etiquette and presentation skills
• Communicate with Fisher faculty members and businesses
Fisher Citizenship Program Graduate (October 2008 – May 2009)
• Attend events with focuses on professionalism, diversity appreciation, global perspective, and civic responsibility
Fisher Exchange Student Buddy (April 2009 – Present)
• Volunteer as exchange student's buddy and advise them in the OSU and American culture
• Appreciate cultures from different countries
AIESEC (October 2009 – Present)
• World largest student-run organization that promotes global awareness
• Promote and market AIESEC to students in the OSU community
• Learn about AIESEC and the world through meetings and conferences

SKILLS **Language:** Chinese (Fluent); Japanese (Fluent); French (Intermediate)

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