

Yang Li

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EDUCATION

California State University - San Bernardino

San Bernardino, CA

Major 1: Information Systems - Business and Analytics

Expected Graduation: Jun 2028

Major 2: Business Administration - Accounting

GPA: 3.00

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

Riverside City College

Riverside, CA

Associate Degree in Accounting

Mar 2025 - Jun 2026

- **Relevant Coursework:** Macroeconomics, Microeconomics, Statistics, Data Science, Business Law, Accounting
- **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 10+ staff members during high-demand shifts serving 100+ tables, delegate responsibilities across the server team, and coordinate daily customer service with kitchen staff and restaurant management.
- Support accurate processing of \$8,000+ in daily customer payments and help resolve customer service issues.
- Train and mentor server team members, providing guidance on daily responsibilities and customer service.

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 account records in accordance with bank policies, and reviewed account data to resolve routine discrepancies.
- Processed 100+ weekly checking, loan, and CD records via Excel PivotTables to streamline branch operations.
- Audited dormant and frozen accounts in MS Office to resolve discrepancies and support internal bank reporting.

Walnut City Hall | Municipal Government

Walnut, CA

Administrative Intern

Jul 2024 - Sep 2024

- Reviewed hiring, interview, and applicant records for accuracy and completeness to support municipal hiring administration, organizing departmental files so city staff could locate and review relevant hiring information.
- Maintained spreadsheets and administrative records in Microsoft Office to support daily municipal operations.
- Prepared documentation for city staff to support hiring activities and day-to-day administrative operations.

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 year.
- Prepared reports on event costs, remaining funds, and reimbursements to guide officers' purchasing 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 Office (Excel: PivotTables, VLOOKUP; Outlook), Financial Recordkeeping, Budget Monitoring, Financial Reporting; ChatGPT, Gemini, Claude (research/summaries, spreadsheets, prompts, coding)

Languages: English, Chinese (Mandarin, Cantonese)

Interests: Hiking, Snowboarding, Fitness, Running, Cooking, Coding, Web Design, AI, Economics, Investing