

ALAN GUAN

DETAILS

ADDRESS

1441 NE 120th ST
Seattle, 98125
United States

PHONE

425-289-6974

EMAIL

alanguan1007@gmail.com

SKILLS

Fast Learner



Problem Solving



Communication



Teamwork



Financial Analysis



Appraising



Basic Market Analyzing



Microsoft Office



LANGUAGES

Chinese



English



PROFILE

Resourceful and dedicated college student with excellent market analytical skills. Adept in general accounting and finance transactions. Excellent time management skills combined with a superior knowledge of the customer service industry. Bilingual, hardworking, and committed to becoming a dependable and valuable team member.

EMPLOYMENT HISTORY

Associate Banker, JPMorgan Chase

Seattle

Jul 2022 — Present

- Dedicated to identifying customer needs and delivering effective solutions to all problems. Helping 100+ customers everyday with a 93% overall stratify rate.
- Establish and maintain excellent communication and relationships with clients.
- Responsible and efficient to all type of transactions.

Server, Ishoni Yakniku

Seattle

Sep 2020 — Present

- Engage with customers in a friendly manner.
- Knowledge of the menu, with the ability to make suggestions.
- Conducting performance reviews and sharing feedback with both upper management and team members

EDUCATION

Bachelor Degree in Real Estate, University of Washington

Seattle

Sep 2020 — Apr 2023

Relevant Classes: Property transaction, Real Estate Development, Real Estate accounting, Real Estate Appraisal, Real Estate finance & investment

Associate degree in Business, Bellevue College

Sep 2017 — Jun 2019

Relevant Classes: Business accounting, Business analysis, Business law, Economics, Calculas