

## **MENGZHE WANG**

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## **EDUCATION**

**California State University, San Bernardino (September 2014-Current) Master of Art-Instructional Technology Concentration**

Course taken: Design and Development of instructional materials, Technology and Learning, e-Learning Design and Development, Advanced Topic in instructional Technology.

## **EXPERIENCE**

**LifeCoffee Restaurant, Riverside, CA (October 2014-January 2015) Waiter**

Worked with manager to ensure efficient operation of restaurant.

Provided consistent, friendly customer service in a fast paced, high volume establishment.

**Xinjiang Corps of Water Resources and Hydropower Group Co., Ltd. Chinese (June 2008-September 2008) CEO Assistant.**

Assisted the CEO. (Schedule Planning, Document Processing, etc.)

**Xinjiang GuangHua Co., Ltd. Chinese (June 2009- September 2009) System Administrator.**

Provided maintenance and repairing service to the company computer system.

**China QingHua Energy Group Co., Ltd. (June 2010-September 2010) Pipeline safety officer**

Trained knowledge of Pipeline Safety to fresh employees.

Checked the condition of Pipeline machines.

Monitored the safety of Pipeline.

## **ACTIVITIES & INVOLVEMENT**

### **Chinese student Association, CSUSB**

Directed students interested in Chinese culture into a social and cultural environment through various activities/annual Heritage Night performances.

## **SKILLS**

Languages: English and Chinese (Mandarin).

Computer software: Microsoft Office, PowerPoint, Excel, Word; WordPress; Light room; iMovie; WebSite Creator by CM4all; Weebly Drag and Drop Builder.