

Hong “Julia” Zeng

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Personal Statement

I am applying for the position of a member of the Board of Trustees at HXPCS. My experience at HXPCS has allowed me to understand the position of administration, students, and parents alike. I aim to use my knowledge to help be a bridge between these three at times disparate parties. I hope as a member of the Board of Trustees that I will be able to serve the Chinese community in the greater West Windsor – Plainsboro area and beyond.

Education

Moravian College <i>Accounting Major</i>	Bethlehem, PA 1991-1993
North-West Architectural Engineering Institute <i>Architectural Major</i>	Xian, China 1986-1990

Work Experience

HuaXia Chinese School at Plainsboro <i>Administrative Director</i>	Plainsboro, NJ July 2013 – June 2020
<ul style="list-style-type: none">Organized student registration and all book allocation and distribution requestsArranged seminars and student events like the annual student debatePerformed administrative duties including book inventory tracking and student tuition records	
Coldwell Banker Realty <i>Sales Associate</i>	Princeton, NJ March 2020 – Present
YaYa Noodles and China Grill Inc. <i>Restaurant Owner and Manager</i>	Montgomery and Phillipsburg, NJ October 2001 – December 2018
<ul style="list-style-type: none">Managed business development, book keeping, and financial statementsOversaw daily operations at restaurants and managed over 15 workers at each location	

Leadership

Women’s Club of Central Jersey Chinese Association <i>Chairman</i>	Princeton, NJ January 2015 – Present
<ul style="list-style-type: none">Established connections with speakers to host seminarsOrganized social activities to restaurants and other locations	

Skills and Interests

Languages: Mandarin (Native), English (Fluent)

Soft Skills: Communication, Leadership, and Event Planning and Management

Interests: Competitive Running and Biking, Outdoor Activities, Cooking, Self-proclaimed Foodie