

# Conzal Teng

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## EDUCATION

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**Loyola Marymount University** **Los Angeles, CA**  
*Bachelor of Business Administration, Management* May 2024

- Relevant Coursework: Managing People and Organizations; Training and Development; Cross-cultural Leadership; Managing Diversity
- Activities: LM-UMatch (Student-run recruiting service); Latino Business Student Association; Mane Entertainment; Tower Yearbook

## PROFESSIONAL EXPERIENCE

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**LM-UMatch, College of Business Administration** **Los Angeles, CA**  
*Recruiter* 2019 – Present

- Communicate with local employers to identify hiring needs for interns in a variety of industries
- Planned and assisted with a Speed Interviewing Workshop in February 2016, including organizing student volunteers and securing employer volunteers
- Worked with Career and Professional Development to provide resume templates for students and schedule mock interviews beforehand

**LMU Latino Business Student Association** **Los Angeles, CA**  
*Vice-President* 2018 – Present

- Communicate with management faculty, identify speakers, and invite them to present at meetings
- Scheduled and co-facilitated monthly meetings, created agenda items, and helped increase LBSA membership by more than 50% in one year

**Internet Brands** **El Segundo, CA**  
*Human Resources Intern* 2018

- Maintained all new employee files, including confidential database entry
- Followed up with applicants by phone and scheduled interviews for professional staff
- Assisted recruiters with reference check process

**Loyola Marymount University** **Los Angeles, CA**  
*Housing Assistant* 2017 – 2018

- Helped prepare all on-campus student living quarters for student move-in weekend 2014
- Assisted with program research and planning for seven residence halls on-campus
- Made repairs to properties and worked closely with housing staff to ensure safety of facilities

## AWARDS

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California Scholarship Federation Recipient, 2014 LMU Dean's List (Management), 2016

## SKILLS & TECHNOLOGY

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Toastmasters CTM Recipient; Teamwork and Communication; Microsoft Office: Word, Access, and Excel (Pivot Tables), PowerPoint; Google Docs; MAC Software  
Bilingual in English and Spanish