RICHARD CHEN

Chicago, IL | (347) 247-8180 | rchen2911@gmail.com | linkedin.com/richardchen

EDUCATION

University of Illinois Chicago — College of Business Administration | Chicago, IL *Expected June 2027*

Bachelor of Science in Finance | Investment and Capital Markets Concentration

Relevant study: Corporate Finance, Investments, Financial Markets, Options and Swaps, Statistics

FINANCE & ANALYTICAL EXPERIENCE

StockTrak Portfolio Research Project | FIN 449 | University of Illinois Chicago *Academic project*

- Collaborated with a student team to develop and monitor an investment strategy using a simulated $100,000 portfolio.
- Researched securities and market developments to support investment decisions and assess portfolio performance.

Finance and Quantitative Coursework | University of Illinois Chicago *2024–Present*

- Applied financial concepts including valuation, risk and return, capital structure, and investment analysis in coursework.
- Used Excel for quantitative assignments, financial calculations, and organizing analytical results.

PROFESSIONAL EXPERIENCE

Cashier / Front-of-House Team Member | Great Wall Chinese Restaurant | Elgin, IL *Summers 2022–Present*

- Processed cash and card transactions, operated POS systems, and supported daily closing procedures.
- Handled customer questions and complaints while coordinating orders and service during busy periods.

Cashier / Front-of-House Team Member | Hibachi Grill | Westland, MI *Summer 2025*

- Assisted guests, processed payments, and maintained accurate transaction handling in a fast-paced restaurant.

Waiter | King's Buffet | Plymouth, IN *Aug 2018–Dec 2021*

- Served approximately 20 tables per shift while managing competing priorities and customer requests.
- Worked with front-of-house and kitchen teams to maintain timely service during peak hours.

SKILLS & ADDITIONAL INFORMATION

Technical: Microsoft Excel (advanced), Word, Access, PowerPoint; Google Workspace

Finance: Investment research, portfolio analysis, financial calculations, quantitative analysis

Languages: English, Mandarin Chinese, Fuzhounese