

## FINANCIAL EDITOR ASSISTANT

### Summary

Strong motivated graduate student who's pursuing master's degree in Finance. Seeking an entry level internship in financial area that can utilize financial analysis skills and enhance practical experience.

Honest, persistent, adaptable, and a quick learner. Passion in financial analysis and financial service related works.

### Highlights

- Financial modeling
- Superior time management
- Self-motivated professional
- Advanced computer proficiency (both PC and Mac)
- MS Office Suite
- Sales and marketing
- Quick learner

### Experience

Financial Editor Assistant 10/2013 to 01/2014 Company Name City , State

- Analyzed the public opinion by follow-up and study abroad macroeconomic situation
- Sorted the context of major events in domestic and international
- Explored historical data and related data of the specified topic then implemented preliminary analysis under the guidance of research director

Customer Manager Assistant 06/2013 to 09/2013 Company Name City , State

- Researched beneficial financing opportunities and made recommendations to customers
- Assisted in created release and project plans and established stakeholder expectations
- Analyzed financial information obtained from clients to determine strategies for meeting clients' financial objectives.

Customer Manager Assistant 03/2013 to 06/2013 Company Name City , State

- Assisted customers with complex loan application and sorted an average of \$1 million mortgage loan applicants per month
- Performed daily maintenance of the loan applicant database
- Assisted in analyzing applicants' financial status, credit and property evaluation to determine feasibility of granting loans
- Assisted in writing financial analysis reports of commercial real estate, borrower's financial statements, lease reviews and market research

Accounting Assistant 09/2012 to 01/2013 Company Name City , State

- Assisted in performing debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software
- Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions

District Manager(Part-Time) 10/2010 to 10/2011 Company Name City , State

- Identified prospective customers and performed an average of 20 visits per day
- Planned and executed regional sales improvements, updating the company's approach to marketing, presentations and territory establishment
- Managed a regional sales staff of 30 members. Accomplished quarterly sales task of nearly 5,000 items, ranking top one in seven districts of the city

### Education

Master of Science : Finance June 2016 Illinois Institute of Technology City , State , US GPA: Recipient, Stuart School of Business Merit-Based Scholarship

- Coursework in Math with Financial Application, Statistical Analyze in Financial Markets, Financial Modeling, Valuation/Portfolio Management, Futures/Option/OTC Derivatives, Financial Statement Analysis

Bachelor of Science : International Economics and Trade 2014 Central South University of Forestry and Technology (CSUFT) City , State , China GPA: Recipient, Honor Scholarship \*top 8%\*

- Coursework in Micro & Macro Economics, International Finance, Business Accounting, Financial Budget, International Marketing, International Business

### Skills

- Language: Proficient in Chinese, Fluent in English
- Office: Microsoft Word, Excel, PowerPoint, Prezi
- Programming: VBA

### Additional Information

**Stuart Investment Group of Illinois Institute of Technology**

*Member*

Chicago, IL. Oct. 2014 – Now

- Executed research and calculation on promising stock to pitch to investors

### **America Society for public administration 2015 Annual Conference**

*Volunteer Registration Desk & Reporter*

Chicago, IL. Â Mar. 2015

- Confirmed attendees' registration and checked daily messages and updated messages about conference
- Composed more than 500 word summary of the major events and activities of the conference day Â
- Recorded sessions and obtained video testimonials from attendees.Â

### **AIESECÂ Â**

*Member*

Chang Sha, China. Oct.2012 â€“ Mar.2013

- Recommend outstanding international candidates of internship to enterprises in Hunan
- Established cooperation relationship with 15 companies Â Â Â

### **â€“Torch of heart' Public Project**

*PromoterÂ*

Chang Sha, China. Jul.2012 â€“ May.2014

- Established program and got sponsorship fromÂ government and associations
- Implemented program among 17 universities and recruitedÂ over 120 university students volunteers
- Established connection with 6 schools in poor areas

### **Student Union of Central South University of Forestry and Technology**

*Vice President*

Chang Sha, China. Apr.2011 â€“ Apr.2013

- Managed two departments. Guided the two departments planed, ,conducted and advertised a series of program, such as Civic party; Sports competition; Debate competition etc. Â
- Awarded as one of the Best Student Union among 21 competitors in university Â Â