

## Professional Summary:

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- Enjoys working with people and assisting customers in a positive and friendly manner
- Skilled at problem solving and analyzing financial data
- Familiar with Bloomberg Terminal; Proficient with Microsoft Excel, Access, Word and PowerPoint
- Native Speaker of English and Chinese (Does not require sponsorship)

## Education:

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Random State University in New England Dec 2013  
Random College of Business and Economics  
*B.S. Business Administration; Dual concentration in Accounting and Finance* GPA: 3.16  
• 2014 CFA Level I Candidate

## Professional Experience:

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*Mutual Fund Operations Representative* – Random fund company Jan 2014 - April 2014

- Provided in-depth fund information to shareholders and registered representatives
- Analyzed and diagnose problems while coordinating with clients to reach a resolution
- Processed and executed trades per clients' request in an accurate and timely manner
- Updated our Client Relationship Management system to identify key contacts and maintain client contact information as necessary

*Organizational Consulting Intern*- Random consulting group July 2013 - Dec 2013

- Design and create surveys for employees to assess the work environment in targeted companies
- Analyze the survey data and provide feedback to the consultant
- Collaborate with the consultant to design customized performance development programs

*Corporate Compliance Intern*- Random insurance company Nov 2012 - June 2013

- Participated in observing the testing of internal controls with internal and external auditors
- Evaluated the effectiveness of internal controls in accordance with *Sarbane-Oxley Act* and report independently to the corporate compliance team
- Provided suggestion for the review process and increased productivity by creating a reference sheet

*Teller I*- Random bank May 2012 - Nov 2012

- Employed security measures to ensure funds were not compromised
- Performed cash handling functions in an accurate and secure manner for receiving, receipting and processing of residential and commercial transactions averaging \$1,000
- Maintained a current knowledge of new and existing products and services

*Teaching Assistant - Principles of Macroeconomics*, random state university Sept 2011 - Dec 2011

- Assisted the professor in class lectures and review sessions
- Organized and corrected assignments, quizzes and exams
- Held office hours to enhance students' understanding of lecture material after class
- Improved students' academic performance by 10% compared to their first exams

## Professional Affiliations:

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Alpha Kappa Psi Professional Business Fraternity Jan 2012 - Dec 2013  
Accounting Student Association April 2012 - Dec 2013