

Bob Builder

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Permanent Address:

423 Bob's Home.
Builder Rd, BB, 34341

EDUCATION

NON TARGET STATE UNIVERSITY, XXXXX COLLEGE OF MANAGEMENT, [REDACTED]

Expected: *December 2013*

▪ Bachelor of Science in Business Administration:

GPA: 3.4/4.0

▪ Major: Finance

▪ **Relevant Coursework:** Business Valuation, Accounting, Corporate Finance, Portfolio Management and International Finance

PROFESSIONAL WORK & LEADERSHIP EXPERIENCE

FORTUNE 20 IT COMPANY [REDACTED]

Pricing and Investment Analyst Co-op – [REDACTED]

January 2013—Present

- Monitored and evaluated multi million dollar world wide pricing promotions to over thousands of clients in the global market by assisting the Manager analyzing the profitability of these promotions through financial analysis
- Cooperated with top management and cross function teams world wide in reviewing, creating, and implementing financial strategies to prevent multi-million dollar promotions' exposure in the grey market
- Performed product investment evaluations, profit analysis, price action coordination, and business controls through interaction with co-workers across different departments and countries in support of Server and Options Division
- Analyzed, audited and updated weekly global bid reports to track profit and lost of investments such as options, servers, blades made in the global market and created weekly global bid trend reports and PowerPoint for upper management
- Researched and analyzed competitor prices to evaluate current trends and market opportunities
- Reconciled and organized executive quarterly PowerPoint reports for the CFO at [REDACTED] and participated and gained corporate exposure and experience in the Q1, 2013 executive meeting
- Participated, engaged and collaborated with world wide cross function teams from the initial idea stage of the product to it's production life

FINANCIAL PUBLISHING COMPANY [REDACTED]

Financial Analyst Internship

June 2012—August 2012

- Researched and analyzed dozens of companies' financial standing through professional equity research network such as the following: Capital IQ, Morningstar and Stock-Chart; helped maximized over 40,000 subscribers' wealth
- Support top Analyst in developing a stock dividend reinvestment plan to help subscribers' better allocate their dividends
- Collaborated and shadowed top analyst through hours of extensive research in bonds, stocks and various wealth building techniques to forecast, predict and recommend the most profitable stocks and bonds to subscribers
- Executed a model to project, forecast and analyze companies through the following standards: compounded annual growth rate, book value, free cash flow, profit margin, dividend history, sales, ratios and various other financial models

NON-PROFIT ORGANIZATION [REDACTED]

Finance Internship

August 2011-November 2011

- Administered an employee reimbursement model in Excel to track and record employee expenses
- Sorted mail packages, copied, scanned, shredded files, filled, and reviewed donation receipts
- Evaluated and maintained monthly credit card reports in drop-box and in company's banking system

FAMILY RESTUARANT [REDACTED]

Assistant Manager/Cashier/Host

January 2004- December 2012

- Assisted manager to manage a large-scale restaurant's finances, processed payments and refunds, and tracked monthly expenses and revenues from \$91,000-\$248,000
- Welcomed customers, arranged seating, listened and calmly arbitrated various complaints
- Monitored actions of waitresses, cashiers, host and implemented surveys to improve service quality
- Oversaw, controlled and replenished large-scale restaurant's inventories and supplies through daily inspections, resulting in consistent inventory level while maintaining a strong relationship with suppliers

SKILLS, ACTIVITIES & INTEREST

Language: Fluent in Mandarin Chinese, Fujianese Chinese, and Cantonese

Technical Skills: Microsoft Office, Capital IQ, Morningstar and Stock-Chart, Lotus-Note

Training: Engaged in Financial Modeling Fundamentals (Breaking Into Wall Street) online training program and learning to create operating model, valuation, Discounted Cash Flow, merger model, and Leverage Buyout model for case study based on Apple and Research in Motion

Certifications: Internet and Computer Core certified by Certi-Port (Excellent in Excel, Word and PowerPoint)

Activities: 100+ hours of volunteer work, Finance Club, Economic Society and Chinese Club

Interests: Investing, traveling, fashion consulting, singing, basketball, tennis and photography