

XXXX XXXXX

xxxxxx, xxx xxx, xxxxx, xxxx

xxxx@gmail.com

xxx.xxx.xxx

EDUCATION

Non Target School – XXX XXX School of Business

XXXX, XX

B.B.A in Financial Services

Class of 2014

- Cumulative GPA: 3.4/4.0
- Dean's List and International student scholarship
- Relevant Coursework: Financial Statement Analysis, Advanced Financial Management, Futures & Derivatives, Introduction to Econometrics, Investments, Accounting

WORK EXPERIENCE

BOUTIQUE PRIVATE EQUITY FIRM, LLC

XXXX, XX

Private Equity Analyst Intern

August 2014 – Sep 2014

- Worked directly with the Chairman and assisted in deal-making process
- Calculated and analyzed sophisticated financial data used in investment teasers
- Completed and improved investment teasers and business proposals for client meetings
- Performed due diligence and financial analysis on potential private equity transactions in the water-energy nexus and water-oil nexus
- Increased clients database to 3500+ investment banks and asset management firms and conducted clients reach globally
- Had a deep understanding and conducted research on EOR, water-energy nexus and upstream/downstream oil & gas, especially in the Middle East and GCC Countries

SMALL FASHION BUSINESS FIRM

XXXX, XX

Finance Department Intern

Dec 2013 – Feb 2014

- Engaged in the annual budget process and published month-end/quarter-end financial statements
- Forecasted daily cash flow in Excel and assisted financial report preparation
- Performed bank account reconciliations and due diligence check
- Upgraded more efficient Excel format for financial reports to the senior managers

COMMERCIAL BANK IN CHINA

China

Private Banking Intern

Feb 2010 – Apr 2010

- Presented available bank products to customers to better manage their portfolios
- Reviewed and verified the accuracy of loan amounts and exercised basic risk management procedure
- Collaborated with team members to explore potential opportunities and pitched ideas to senior professionals

ADDITIONAL INFORMATION

Activities: Volunteered with Governor Cuomo's reelection campaign, Volunteered for XXX XX Cares

Certificate: CFA Level 1 Candidate

Skills: Native speaker in Mandarin

Modeling: Completed Wall Street Prep course covering valuation, M&A and LBO modeling

Computer: Proficient in Excel, PowerPoint, Word

Interests: Kickboxing, Backpacking

