

Yao Ding

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701 City Avenue
Merion Station, PA 19066

EDUCATION

Saint Joseph's University, Philadelphia, PA

Master of Science, Major in Financial Services

May 2016

Honors: International Student Scholarship

GPA:3.33/4

Nanjing University of Finance and Economics, Nanjing, China

Bachelor of Business Administration, Major in Human Resources Management

June 2014

Bachelor of Economics, Major in International Finance

June 2014

Honors: extension scholarship; Third-class Academic Scholarship; Excellent Member in the Students' Union;

Personal "SIFE Elite" Title

GPA:3.33/4

RELATED EXPERIENCE

China Talent Group Company(CTG)

Nanjing, China

Customer Service Assistant Intern

02/2014-03/2014

- Assisted customers with personal files for insurance or departure procedure
- Communicated over the phone with customers regarding their insurance process and developed skills in communication or customer service

Ping An Life Insurance Company of China

Nanjing, China

Manager Assistant Intern

11/2013-12/2013

- Recruited new staff and prepared for entry formalities
- Assisted department with early meeting arrangement, requiring use of time management and organizing skills
- Communicated with customers and introduced the basic insurance products

ADDITIONAL EXPERIENCE

VITA Tax Return Program

Philadelphia, PA

Volunteer

02/2015-03/2015

- Reviewed taxpayer's intake form and completed the questions
- Prepared tax return in TaxWise and verified information
- Printed return after a confirmation and explained the refund amount to taxpayers

SIFE(ENACTUS) in NJUE

Nanjing, China

Human Resources Manager

09/2011-12/2012

- Operated human resources management departments
- Formulated department development plan and recruited new members
- Organized members training and made personnel evaluation
- Participated the regional competition in 2012, held in Shanghai, together with the team won "the most multicultural team" award
- Represented our team to communicate with students from all over the world at Kuala Lumpur, Malaysia, SIFE World Cup Competition, 2011

ACTIVITIES

- Member, Weekly Service(Cultural Exchange):2/17/2015-Present
- Member, Weekly Service(Inglis House):08/20/2014-12/15/2014
- Participant, Urban Challenge(Social Justice), Camden:10/10/2014-10/14/2014
- Monitor, class of Human Resources Management 1001:09/2010-09/2011
- Member, Student Union in NJUE:09/2010-06/2011

Skills

- Microsoft Office
- HR certificate classIII(China)
- VITA program advanced certificate