

## LIANG Yajing (Alison)

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**Availability:** Immediately, Full Time

**Brief Personal Profile:** Outgoing, Sociable, Fast Learning; English and Cantonese, Native speaker of Mandarin, High tolerance of pressure, from diverse cultural backgrounds; Team Player; details-minded, result oriented

### EDUCATION

<b>City University of Hong Kong</b>	<b>Hong Kong</b>
<b>Major: Finance</b>	<b>2012-2016</b>
Relevant Coursework: Corporate Finance (Financial Forecasting); Derivatives and Risk Management; Trading Room Workshop(VBA Project); Corporate Accounting; Econometrics (Eviews); Merger and Acquisition	
<b>Audencia Nantes Grande Ecole</b>	<b>Nantes, France</b>
<b>Student Exchange Program</b>	<b>Sep – Dec 2014</b>
Relevant Coursework: Project Finance, Financial Statement Analysis	
<b>Peking University</b>	<b>Beijing, China</b>
<b>Summer Academic Exchange</b>	<b>August 2015</b>
Relevant Coursework: Advanced Oral English	

### AWARD

<b>Entrepreneurship Competition: 3rd Prize (Audencia Group, France)</b>	<b>Aug 2015</b>
Personal Virtual Responsibility: Marketing and sales Director; Financial Forecasting; design the interface of the App	

### WORKING EXPERIENCE

<b>Personal Assistant</b>	<b>Hong Kong</b>
	<b>Aug 2016-Present</b>
Assisted the manager to prepare presentation slides; prepared meeting minutes; Used dictation software to increase the accuracy and efficiency of information entry	
<b>WOOLOOMOOLOO STEAK HOUSE</b>	<b>Hong Kong</b>
<b>Part-time Waitress</b>	<b>July 2016 – Present</b>
Delivered dishes to customers; Polished utensils; Laundry work	
<b>JC Harmony Hall, City University of Hong Kong</b>	<b>Hong Kong</b>
<b>Residence Tutor</b>	<b>Aug 2015 – July 2016</b>
Assisted Hall Master manage residence daily issues; Organized events for residents; Improved the communications between residents; Worked as a Coordinator in inter-hall events and competitions; “Sold” more than 15 events	
<b>Bank of communications, Fuzhou, Fujian - Foreign Exchange Internship</b>	<b>June – July 2014</b>
Assigned to international office; Assisted clients to open oversea banking accounts and letter of credits; Checked necessary documents; Assisted with foreign exchange trades reports	

### EXTRACURRICULAR ACTIVITIES

<b>Exchange Student Club</b>	<b>Hong Kong</b>
<b>Exchange Ambassador</b>	<b>Aug 2015 – Dec 2015</b>
Worked as coordinator in college events for exchange students; Improved the interactions between locals and exchange students; Promoted events; Helped exchange students to fit in local culture; meditated cultural misunderstandings between exchange students and locals	
<b>Crowd-funding research</b>	<b>Cheng Du, Sichuan</b>
<b>Southwest University of Economics and Finance</b>	<b>June, 2015</b>
Worked out the relationship between the successful rates of crowd funding projects and other related factors, such as the academic backgrounds of the founders and so on.	

<b>COMPUTER&amp; RESEARCH SKILLS</b>	Excel (VBA, Power Pivot), Office software; Orisis and BankScope Database, Bloomberg Terminal, E-views, Yahoo Finance and SPSS Statistics
<b>LANGUAGE</b>	Mandarin (Native), English (IELTS 6.5), Cantonese (Fluent);
<b>VOLUNTEER</b>	Food Angel: Prepare food for aging people and food delivery City Youth Power: Teaching children from immigrant's family Chinese (Cantonese) PinkDot: Encourage participants to make donations (2021hkcd donations in total)