

PERSONAL DETAILS

Address 17910 Point Reyes St, Fountain Valley, CA, 92708
 Phone (417)569-9161
 Mail jackliteng@yahoo.com

EDUCATION

Business Administration-MBA

Missouri State University, (MSU) Springfield, MO Graduation: **May 2013**

Bachelor of Science, Finance

Missouri State University, (MSU) Springfield, MO Graduation: **Winter 2011**

RELEVANT WORK EXPERIENCE

Market Analyst

Oct 2014---Current

Johnson Hotel Inc dba. Doubletree by Hilton Pleasanton at the Club, Pleasanton, CA 94588

- Conduct primary and secondary research to analyze and identify hospitality service and product trends and opportunities for growth.
- Analyze market data to determine market potential for hospitality services offered by employer.

Investment Analyst

Jan 2014---Oct 2014

Asia Pacific Capital Company, Los Angeles, CA 91730

- Participating in the review Real Estate property offerings and performing an initial investment analysis and digest for the benefit
- Oversee the preparation of the Investment Package

Purchasing Assistant

Aug 2013—Jan 2014

ACME Accessories Inc, EL Monte, CA 91731

- Communicate closely with Import/ Export team on purchased products between China and US
- Negotiated with factories in China to set up item price
- Organizing and filling purchase orders, make invoices to customers

Manager Assistant

Summer 2010

Beijing Jingwei Dongyuan Assets Appraisal Corporation, Beijing, China.

Internship

- Organized and coordinated daily routine and scheduling for manager
- Oversaw the business development processes of the industry, and company's projects

PROFESSIONAL SKILLS

- Fluent in Mandarin and English
- Proficient with Microsoft Office, Photoshop, SBT
- California Real Estate licensee.