1. Describe a situation where you had to deal with multiple tasks/projects within a tight deadline. Explain the situation, your actions and the result.

My experience that I had to deal with multiple tasks with a tight and continuous deadline happened every week this semester. This is the situation I’m facing this semester. I’m working as teaching assistant for two professors and I have four classes this semester. As a teaching assistant, both professors required me to attend their class. My main tasks as a TA is to grade the homework for student every two week and to answer the question from student. For my classes this semester, I have homework for each class every week and two semester-long projects to manage as well. At the same time, I’m graduating this semester, so I assigned some task for myself, such as to searching for jobs, to prepare interview, etc. I had four to six deadlines per week.

I was so puzzled at the beginning of the semester. I finished every task right before deadline. Although I managed to finish all my task, I’m not satisfied my outputs and status, because I always rushed to do all the task and I could not double check my work. I did some action to solve my puzzling status. Firstly, I planned for all my task one week in advance. According to my plan, I figured out the group task and individual work. Afterward, I realized I need to make further action on group task instead of waiting others ask me to do it. In that case, I organized my group meeting so that near half of my deadline could be finished in a specific date. Secondly, I communicated more with my professors to clarify my task, my deadline and everything related to class material. Finally, I made myself more focus on the job that I was working on. I saved a lot of time because I stop worrying about other tasks.

I felt much better after my action because I feel I could manage my tasks and have better outputs. All my tasks have been completed with higher quality and efficiency.

2. Think of a situation where you have made a significant contribution to the team's success. Describe the situation, your role and contribution, and the result.

I was working on a semester-long group project for my valuation class. This project is a valuation competition in class for an acquisition case in real world, which is between Juno and Celgene. There are four group members in my group and all of us are first year student in finance program except me. We cooperated so well that I cannot say there is a ‘leader’ in our group. I think I’m a senior member or a guide in my team since I have some similar experience before.

This project is to simulate the acquisition deal, aka to do the valuation for Juno. This deal is in biotechnology and biopharmaceutical industry. I prepared a lot of analyst reports for us to get familiar with the companies, industry and the deal for my team since I was working as a student worker in financial trading lab.

After everyone get familiar with the deal, we started our valuation. We split the job into two parts, equity story and modeling. I was focusing on modeling part, however, all the information I need is from the equity story. We prepared the equity story together. Meanwhile, I set up the basic version model to update every time we had new conclusion.

Finally, all of our team members had a great group working experience and our report got the praise from our professor.

3. Provide an example where you creatively addressed a complex problem. Explain the situation, your thought process, your approach and the outcome.

I wrote a report about immunization strategy in fixed income class for a group project. It’s a complex concept in fixed income field. We were focusing on the basic mechanism since we also need to prepare a presentation to my class and this strategy has so many related strategies. First of all, we collected a lot of essay in this field. After reading all of these field, we realized that there are too much changes in this strategy. It’s really hard to present to others.

I recommended to our team that we could explain the idea to each other and see what part the foundation of this strategy is, single-period immunization. Afterward, I prepared an example based on this simplest idea of this strategy with the limitation. Then, we started to prepare other aspect of this concept, such as how the strategy could apply in real word, how the strategy could apply to multi-period.

Finally, our group finished our report and presentation to the class and we got a good grade on it because our presentation is clear enough to understand.