

HELEN JONES

Contact Address: X Street, Y District, ChangSha, W Province, 125xxx

Tel: 86-157 xxxx xxxx

Email: xxxx@163.com

EDUCATION BACKGROUND

XX University

9/14-7/18

- Degree:** B.A. Finance, xx University GPA:3.7/4
- Coursework:** Monetary Banking(92%), Financial Engineering(89%),
Introduction to financial crisis (96%), Industrial Economics (94%),
Securities Analysis(90%), International Finance(97%)

PROFESSIONAL SKILLS

- Professional Qualification:** Securities Qualification Certificate , Fund Qualification Certificate , passed the Securities Issuance and Underwriting test , Securities Investment Analysis test.
- Language Proficiency:** CET 4 , CET 6 , TOEFL 96 , GMAT680
- IT Competences:** Certificate of level 2 in National Computer Rank Examination,Python,SPSS

INTERNSHIP EXPERIENCE

XingSheng Public Facility Management LLC

10/18-2/19

Manager Assistant

Business Department

◎**Task :**

- Filled the account of fund transaction business,
- Wrote daily work log for Operation Department.
- Conducted business reconciliation with the Finance Department daily.
- Accounted and reported the monthly fund receipts and expenditures to the Group.
- Responsible for the whole process of payment and contract signing, including collecting and tabling property fee, management fee, margin fee, preparing contract data, issuing account statements, etc.

HuanQiu Accounting Firm, HuNan

3/19-5/19

Accountant Assistant

Finance Department

◎**Task :**

- Learnt how to use financial software, SAP proficiently
- Formulate the final report and the balance sheet.
- Record the asset inventory of ChangSha State Grid and make audit working paper.

◎**Complete Status :**

- Completed two large projects within three days , finished papers of the 11 engineering work within one week.

◎Task :

- Make asset allocation reports.
- Provided financial services, maintained prolonged customers relationship.
- Responsible for customer reception services in the hall, deposit and loan processing for corporate and private banking services.

◎Complete Status :

- Handled 24 savings cards ,6 public credit cards, and brought more than 600,000 new deposits and contributed to 11 new short-term financial products and 3 AIP mutual funds, brought 6 monthly effective clients.

CAMPUS ACTIVITY

Youth Political Committee

10/14-11/16

Planning Department

- Planned Joint debates among college communities, served as the second debater of positive side and won a name of the best debater in the final competition.
- Responsible for the public relations , for the plan of Shenyang University Association, and for script, including the flow chart and concrete activities plan.
- Worked as a propaganda volunteer in the Red Cross Society of China which cooperates with Youth political Committee

Rubik Club

10/14-11/17

Deputy Minister

- Sought sponsorship for association activities, enlisted financial support of 1000 RMB and cooperated with 2 companies including Goose which becomes our long-term key clients.
- Planned the rubik match among universities in X district ,served as a referee during the competition.

Honor & Awards

- The Second Prize Scholarship for Academic Excellence (for 2 times);
- The Third Prize Scholarship for Academic Excellence (for 2 times);
- Outstanding League Cadre;
- Scholarship on Individual Item.