

XINTING HUANG

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SUMMARY | Financial analysis graduate student with advanced skills using a variety of computer software and databases. Task-oriented, careful and strict individual with effective cross cultural abilities.

EDUCATION | **Master of Science in Financial Analysis** December 2012
Portland State University (PSU), Portland, Oregon

- Business project capstone: Partnered with an entrepreneur to execute an in-depth feasibility analysis of CareBorrow business, including defining market segmentation dimensions, improving business models, developing pricing strategies, and making financial analyses
- Study abroad experience: PSU International Study Abroad Program, Marseille, France

Bachelor of Management in Information Management and Information Systems July 2011
Dongbei University of Finance and Economics (DUFE), Dalian, Liaoning, China

- Graduation project: Built a virtual online shopping website using ASP.net, Visual Basic (VB) and Internet Information Services (IIS).
- Study abroad experience: DUFE Exchange Student Program, Portland, United States
- Thesis: Published "The Enterprise Information System Development of Anshan Iron & Steel Group Corp." on the Chinese provincial magazine "Information System on Economics and Technology" (Foreign code: SM4762) in July, 2010

WORK EXPERIENCE | **Business Management Core (BMC) Program Coordinator** August 2011-Current
School of Business Administration, PSU, Portland, Oregon

- Make annual budget, financial statements for BMC program, maintain office financial records, and prepare paper work related to payments and reimbursements
- Coordinate daily activities of BMC program and assist off-campus life of students
- Perform general office work and prepare BMC program documents
- Manage computer network and maintain computers and peripherals

Business Management Core (BMC) Program Assistant August 2010-April 2011
School of Business Administration, PSU, Portland, Oregon

- Helped students on their preparations for TOEFL, IELTS and GMAT tests and on their applications for graduate schools
- Performed daily office work, maintained office equipment and solved computer problems

Project Team Leader April 2010-July 2010
Department of Management Science and Engineering, DUFE, Dalian, Liaoning, China

- Drew up project plans and led a team of students to build a website for a professor, tested the website, and prepared related project reports
- Made budgets for the project and maintained financial records of the project

Network Management Center Assistant October 2008-July 2010
Network Management Center, DUFE, Dalian, Liaoning, China

- Purchased equipment and supplies for computer labs and Network Management Center office, and made related financial records
- Assisted students in the computer labs, maintained and repaired machines and peripherals, and operated DUFE website maintenance

SKILLS | **Computer Skills:**

- Databases and analytical software: Access, Excel, SQL Server, SPSS, lessR
- Programming languages: VB, ASP, C++, VB Script
- Designable software: Visio, PowerDesigner, FrontPage
- General office software: Word, PowerPoint, Prezi, Mozilla Thunderbird

Language Skills: Fluent with Mandarin, English