

# Amy Hui Zheng

(514) 575-0752 • amy.zheng@mail.mcgill.ca

## EDUCATION

**McGill University**, Desautels Faculty of Management, Montreal, Canada Sept. 2014-June 2016  
*Bachelor of Commerce*, Major in Finance, Minor in Computer Science

## WORK EXPERIENCE

*Sun Life Financial, Montreal, Canada • Internship* May 2015-June 2015

- Presented and analyzed financial products such as mutual funds of the company taking into account economic factors
- Phoned potential clients and successfully arranged meetings leading to increase in sales requiring persuading skills
- Kept minutes for meetings and was complimented by the supervisor for keeping neat notes requiring to be detailed oriented

## OTalk.me

*m, Montreal, Canada • Co Founder* Feb. 2015-Apr.2015

- Participated in Dobson Cup and successfully entered the 2nd last round of the competition
- Built financial models for the website to forecast the future cash flows and profit of the website requiring finance and accounting knowledge

*McGill Desautels Faculty of Management, Montreal, Canada • Operation Management Research Assistant* Feb. 2015-Apr. 2015

- Collected data of derivatives instruments from the financial reports of the oil industry on US Security website starting from the 1990 to 2015

*Bank of Communications, Macau, China • Internship at the (OTO Fortune) Banking Department* July 2014-Aug. 2014

- Assisted senior relationship manager with administrative operations leading to other managers in the department giving me extra work
- Contributed to translating the email/ fax instructions which lowered the workload of translators requiring certain amount of research
- Reviewed \$10M mortgage application reports and customer mailing lists reducing errors in reports requiring strict attention to details

## LEADERSHIP AND EXTRACURRICULAR

*Chinese Students and Scholars Association, Montreal, Canada • Vice President External* April 2015-present

- Led a team of 6 and successfully doubled the number of sponsors and obtained \$10,000 requiring leadership skills and time management skills
- Organized a formal dinner banquet for 160 participants leading to great satisfactions of students and sponsors requiring good planning skills
- Negotiated price for a 500 participant Chinese New Year Dinner and successfully negotiated lower price saving \$1400 for Chinese embassy
- Communicated with Chinese clothing manufacturers about details of uniform and negotiated price which reduced uniform price by 14%
- Coached new team members allowing them to understand the process and skills required for securing sponsors requiring communication skills
- Managed the production and delivery of 1000 Membership Cards in China under time pressure showing ability to meet deadlines

*Enactus McGill, Montreal, Canada • Youth Start Marketing Coordinator* Oct. 2014-present

- Project description: Youth Start helps entrepreneurial-minded high school students in Montreal turn their business ideas into reality, while simultaneously contributing to the community.
- Responsible for promoting Enactus and project through social media, booklets and other ways

*Chan Sui Ki Perpetual Help College, Macau, China • Senior Choir Member* Sept. 2007-June 2013

- Contributed to 3 consecutive years winning distinction in the inter-school singing contest of Macau
- Participated in daily training after school of 2-4 hours during weekdays and 4-8 hours during weekends for 6 years

*Chan Sui Ki Perpetual Help College, Macau, China • Senior Social Service Team Member* Sept. 2011-June 2013

- Participated in more than 20 charity fund raising activities for different charities requiring communication skills

*Chinese Students and Scholars Association, Montreal, Canada • Frosh Leader* Sept. 2015

*Enactus McGill, Montreal, Canada • Bottlepreneur Donors Coordinator* Oct. 2014-April 2015

*Chinese Students and Scholars Association, Montreal, Canada • Pub Crawl Coordinator* Dec. 2014

*Chinese Students and Scholars Association, Montreal, Canada • Graphic Designer* Oct. 2013-Oct. 2014

*International Student Ministry, Montreal, Canada • Bible Study Small Group Member* Oct. 2013-Oct. 2014

*McGill Women in Business Conference, Montreal, Canada • Participant* March 2014

*Chan Sui Ki Perpetual Help College, Macau, China • Year Book Editor and Uniform Designer* Sept. 2012-June 2013

*YMCA, Macau, China • Junior Volunteer* July 2012-Aug. 2012

*Macao Cultural Centre Children's Choir, Macau, China • Choir Member* Sep.2005-Sep.2007

## SKILLS AND INTERESTS

**Language Skills:** Fluent in Cantonese, Mandarin and English. Basic French.

**Computer Skills:** Java, Bash, C, Python, Adobe Photoshop CS5/6, Excel, Word, Powerpoint, Building Financial Model (Marquee Group)

**Certifications:** CPR Certificate, YMCA FIT PHASE1, LCCI Accounting Level 1&2, GCE A-levels (Mathematics, Economics, Accounting)

**Interests:** Gym, Drawing, Volunteering, Choir