

Emily Shao

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Campus Address
478 Commonwealth Ave
Boston, MA 02215

EDUCATION

Massachusetts Institute of Technology

Cambridge, MA

Candidate for Bachelor of Science degrees in Management and Mechanical Engineering

June 2011

- *Relevant Coursework:* Microeconomics, Finance Theory I & II, Linear Algebra, Differential Equations, Mechanics & Materials, Thermal-Fluids Engineering, Electricity & Magnetism, Design and Manufacturing
- *Relevant Experiences:* Barclays Capital Wall Street Scholars Boot Camp
- *GPA:* 5.0/5.0

Herbert Henry Dow High School

Midland, MI

• *Rank:* 4/370 *GPA:* 4.0/4.0

June 2007

• *SAT:* 2240/2400, *Math/Verbal:* 800/730

• *ACT:* 36/36, *Math/English/Reading:* 36/35/36

PROFESSIONAL EXPERIENCE

Weiss Asset Management

Boston, MA

Operations Intern

Spring 2009

- Assisted settlements team of \$950 million hedge fund automate processes in order to increase efficiency post trading
- Processed trade confirmations, dividends, trade comparisons, and settlements

Cummins, Inc.

Columbus, IN

Midrange Engineering Intern

Summer 2008

- Coordinated validation of 7 new product line engines at domestic and international plants for Fortune 500 company
- Improved engine quality and decreased cost by reviewing database with over 10,000 warranty claims to analyze current product failures; recommended solutions for 2011 product line; presented findings to Chief Technical Officer
- Programmed system to monitor 650 engine parts post flood damage to keep 2011 product development on schedule

Marriott International, Inc.

Marco Island, FL

Human Resources Specialist

Summer 2007

- Trained and mentored new employees and international students regarding company policies and cultural changes, guided candidates through job application process, translated for Chinese and Spanish speaking employees
- Created and implemented electronic system through Excel to track J1 VISA hiring process

Midland Chinese Starter

Midland, MI

Founder and Manager

2002 – 2007

- Initiated and operated Chinese language and culture education company; profit of \$3500 per year
- Managed income statements, payroll, textbook orders, company website, one employee for 4 years
- Developed marketing strategy resulting in client base of 20 students

LEADERSHIP EXPERIENCE

- **Alpha Chi Omega; Vice President of Finance** 2009 – Present
Manage sorority finances totaling \$200,000; responsible for 130 sister's membership dues, bills
- **MIT Clean Energy Prize Competition; Vice President of Events** 2008 – Present
Organize 3 events with 200+ attendants for international start-up competition; grand prize of \$200,000
- **MIT Freshman Alumni Summer Internship Program; F/ASIP Alumni Mentor** 2008 – Present
Mentor a group of 12 freshmen; guide them through transition to MIT, summer internship search, academics
- **MIT Society of Women Engineers; Membership Development Chair** 2009 – Present
Plan events and organize activities to recruit members for student run organization with over 500 members

ACTIVITIES

- **Terrascope; Associate Advisor** (2008–Present)
- **Campus Tour Guide** (2008–Present)
- **MIT Mechanics; Teaching Assistant** (2008)
- **MIT Varsity Crew Team; Coxswain** (2007–Present)

SKILLS

- **Computer** *Software:* MS Word, MS Excel, MS PowerPoint, MS FrontPage
Programming: C++, VB.net, JAVA, MATLAB
- **Language** *Chinese:* Fluent in speaking Mandarin, semi-fluent in reading and writing
Spanish: Semi-fluent in speaking, reading, and writing