

Emily Shao

Permanent Address
400 Mayfield Lane
Midland, MI 48640

eshao@mit.edu • (989) 948-3090

Campus Address
478 Commonwealth Ave
Boston, MA 02215

EDUCATION

Massachusetts Institute of Technology

Cambridge, MA

Candidate for Bachelor of Science degrees in Mechanical Engineering and Management

June 2011

- *Relevant Coursework:* Mechanics & Materials, Dynamics & Controls, Thermal-Fluids Engineering, Design & Manufacturing, Measurement & Instrumentation, Finance Theory, Corporate Accounting, Managerial Psychology
- *GPA:* 5.0/5.0

Herbert Henry Dow High School

Midland, MI

• *Rank:* 4/370 *GPA:* 4.0/4.0

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

ACT: 36/36

June 2007

PROFESSIONAL EXPERIENCE

Barclays Capital

New York, NY

Asset Securitization Group (ASG) – Summer Analyst

Summer 2009

- Transacted 5 deals with ASG team ranging from \$500 MM to \$3 BN, ultimately generated \$25 MN in fees
- Created a model with Excel VBA for user to input 1,250 data points, 15 different assumptions for default and loss rates, and generate cash flows as well as final NPV values; improved the efficiency of the ASG team by hundreds of hours
- Assisted in the advising of the FDIC regarding methods of handling failing banks and low quality assets and loans

Weiss Asset Management

Boston, MA

Operations Intern

Spring 2009

- Assisted operations team of \$950 million hedge fund to automate processes in order to increase efficiency post trading
- Processed trade confirmations, 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 employees regarding company policies and culture, translated for Chinese and Spanish speaking employees
- Created and implemented electronic system through Excel to track J1 VISA hiring process for international students

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 Engineering Leadership Practice Opportunities Program (ELPOP); Student Advisor** 2009 – Present
Provide advice to help create ELPPOP program at MIT in order to develop engineering students into industry leaders
- **MIT Freshman Alumni Summer Internship Program; F/ASIP Alumni Mentor** 2008 – Present
Mentor a group of 12 freshmen each year; guide them through transition to MIT, summer internship search, academics

ACTIVITIES

- **MIT Mechanics; Teaching Assistant** (2008–2009)
- **Campus Tour Guide** (2008–Present)
- **Terrascope; Associate Advisor** (2008–Present)
- **MIT Varsity Crew Team; Coxswain** (2007–Present)

SKILLS

- **Computer** *Software:* MS Word, MS Excel, MS PowerPoint, MS FrontPage, MS Visio
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