

# JACQUELINE XU

## EDUCATION

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UNIVERSITY OF CALIFORNIA, BERKELEY

Berkeley, CA 2011-2015

GPA: 4.0 Major: *Intended Business Administration and Computer Science*

ARCADIA HIGH SCHOOL

Arcadia, CA 2007-2011

GPA: 3.9 SAT: 2340

## EXPERIENCE

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INFINITY FINANCIAL SERVICES

Oakland, CA Nov. 2011-present

*Client Associate | Compliance Associate*

- Manage over five hundred client accounts for our seven registered representatives: track, organize, file, and code account paperwork through our workflow and metadata systems, process money wires and account transfers between clearing firms, set up automated fund transfer systems, code check deposits, open and close accounts, monitor stock, bond, and mutual fund trades, and present summary reports using Morningstar portfolio management software.
- Run the firm's back office system: oversee over daily operations, take active responsibility for improving current systems of communication and organization within the firm.
- Seek, interview, and train new interns.
- Create and gather necessary paperwork for monthly compliance files (trade blotters, suspicious activity/money laundering reports, criminal history check, etc.). Legally verify and sign off on firm documentation for auditor inspection.
- Revise the procedural manual for conducting the firm's compliance operations.

ROTH CAPITAL INVESTMENT BANKING

Los Angeles, CA Jan. 2012

*Extern*

- Researched and contacted private equity investors in Taiwan, China, and Hong Kong, specifically venture capitalists interested in the growth-stage semiconductor industry.
- Work shadow: listened in on conference calls, presentations, etc.

STEPS ACADEMY

Arcadia, CA 2010-2011

*Teacher*

- Tutored elementary and middle school students in English, math, and history.
- Ran a speech and debate class for middle school children, created a summer curriculum and planned interactive activities.

## ACTIVITIES

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BERKELEY FICTION REVIEW

Berkeley, CA 2012-present

*Staff reader spring 2012 | Editor fall 2012*

- Read, approve, and edit stories submitted to Berkeley Fiction Review, a nationally established literary magazine.
- Lead weekly discussions and help run the Berkeley Fiction Review decal.

PHI BETA LAMBDA

Berkeley, CA 2011-2012

*Finance Committee member fall 2011 | Finance Committee chair spring 2012*

- Organized campus-wide fundraisers including food sales and sports concessions. Ran a Poker tournament which attracted over a hundred participants and generated approximately 1,500 dollars in revenue.
- Conducted weekly lessons for committee members covering general topics in finance/accounting. Assigned small weekly projects for members, which ultimately culminated in a large club-wide event presenting the semester's work.
- Held internal social events and encouraged committee bonding.
- As an officer, promoted the functioning and growth of the club as a whole.

## AWARDS

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College of Letters and Science Dean's Honors List-awarded to the top 4% of L&S students

Berkeley, CA 2011-2012

Edward Frank Kraft Scholarship

Berkeley, CA fall 2011

Future Business Leaders of America National Conference Business Law 2<sup>nd</sup> place

Nashville, TN summer 2010

## SKILLS/INTERESTS

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Conversational Mandarin, proficient in Microsoft Office (Word, Excel, PowerPoint) and Adobe (Acrobat, LiveCycle, Photoshop)

Enjoys: creative writing, cooking Asian cuisine, acrylic/oil painting, drawing, recreational hiking/camping, running