**Mengyao (Felicia) Xu**

2214 Durant Ave, apt#1

Berkeley, CA 94704

(510) 612-7321

[xumengyao1994@berkeley.edu](mailto:xumengyao1994@berkeley.edu)

|  |
| --- |
| **Education**  **UNIVERSITY OF CALIFORNIA AT BERKELEY** Berkeley, CA  Bachelor of Arts, Economics & Statistics 2011-present  Expected graduation date: May 2015  Coursework: Intermediate Economics, Statistics, Linear Algebra  **Experience**  **CHINA GALAXY SECURITIES** Beijing, China  **Internship, Investment Banking Department**  Summer 2012  Worked with experienced staff getting familiar with the process and related researching area.   * Was responsible for collecting information about the companies, which are willing to be listed. * Analyzed the data and gave a basic assessment about this company in terms of its scale, strength and financial situation. * Investigated the company in person and made a final decision.   **UC BERKELEY DECAL FACILITATOR** Berkeley, CA  **On campus volunteer work** 2011-2012  As the member of Fei Tian Dancers Chinese Dance Group, taught the students Chinese dance that introduces Chinese culture to more people with different backgrounds.   * Planed the syllabus in advance determining the type of dance and culture part for the class. * Attended the workshop for designing and running a successful course. * Well planned and organized the overall dancing class.   **DANCE MARATHON AT UC BERKELEY** Berkeley, CA  **Member of Community Events Department** 2012   * Organized and held the cupcake sale to publicize Dance Marathon among different students groups. * Took charge of the management of Bearfest celebration, which contains brainstorming the ideas and ordering activities props. * Attended the game night in residence halls as the coordinator for the games and catering.   **BERKELEY CHINESE STUDENTS AND SCHOLARS ASSOCIATION** Berkeley, CA  **Counselor of Department of Arts and Culture** 2011   * Gave essential suggestions for the stage effects of 2011 New Year Gala. * Communicated with lighting and electrical equipment staff to cooperate with performers to present an amazing show. * Served as the contact person to invite all the Berkeley art groups to participate in the Chinese festival performances.   **Skills**  **Computer**: Basic Microsoft Office: PowerPoint, Word, Excel.  **Language**: Fluent in English and Mandarin Chinese. Conversational Spanish.  **Academic Strength**: Solid Mathematics background and Statistics interests |