**Michelle Cope**

Email: [m.cope1@gmail.com](mailto:m.cope1@gmail.com) Mobile (1)213 9171

**EDUCATION**

**The Chinese University of Hong Kong** **HK**

Master in History Sep 2013- Dec 2014

**Jilin University of Finance and Economics**  **Jilin**

Bachelor in Financial Journalism Sep 2009-Jul 2013

Bachelor in AccountingSep 2009-Jan 2012

**WORK EXPERIENCE**

**Personal Assistant, Convoy Financial Group HK**

Personal assistant of Deputy Director March 2015-July 2016

▪Assisting deal with client relations management, processing customers’ database maintenance and updating

▪Handling clients and Leading clients successfully complete business negotiation

▪Helping superior manage team members and team building, communicating with different team roles and convey information, helping team members solve their problems

▪Setting up financial & marketing meetings and Recording minutes of meeting

▪Preparing materials for business talk and collating documents

▪Communicating and cooperating with other companies

▪Arranging superior’s schedule and organizing relevant staff complete the task

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**Agricultural Bank of China, Yunnan Branch Kunming**

Assistant of the Credit Management Department Feb2013-Apr2013

▪Sorting & archiving the documents, inputting the data

**Changchun Business Daily Jilin**

Intern reporter of the Network Editorial Department Jul2010- Sep 2010

▪Interviewing & editing news

▪Develop market segment

**ADDITIONAL INFORMATION**

**Languages**: Mandarin (mother tongue); English (proficient); Cantonese (proficient)

**Certificates**: Pass IIQE 1 3 5; IELTS 6.5; National Computer Rank Examination Ⅱ Visual FoxPro (Database Management)

**·**Outstanding Graduate of Jilin Province, China

**·**First Prize Scholarship of Jilin University of Finance & Economics for 2 times

**·**Three-virtues Student of Jilin University of Finance & Economics

**·**Excellent College Student Cadre of Jilin University of Finance & Economics

**·**The Honorable Mention of the 1th IPA International Photography Contest Landscape Group

**·**The Second Prize of the 7th National Literary Works Contest for College Student

**·**The Outstanding Planning Prize of the 2th National Network Edit Skill Contest

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