

Jia Li Dong

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Education:

Georgetown University-Graduate School of Arts and Sciences, Washington, D.C. 20057-1002

Masters of Science: 2017-2019; Major: Mathematics and Statistics, Cumulative GPA 3.89/4.0

Relevant Coursework: Probability Theory and Applications, Deterministic Methods of Applied Mathematics, Mathematical and Statistical Computing, Financial Mathematics, Intro to Statistical Learning, Mathematical Statistics

Georgetown University-McDonough School of Business, Washington, D.C. 20057-1002

Bachelors of Business: 2013-2017, Cumulative GPA 3.3/4.0, Mathematics GPA: 3.9/4.0

Majors: International Business (Asia Regional Studies) and Finance

Relevant Coursework: Principles of Investment, Managerial Science, Marketing Across Borders, Operational Management, Strategic Management, Derivatives and Financial Markets, Financial Modeling and Analysis

Relevant Activities: Overseas Student Board of Office of Global Studies, Entrepreneurship Living and Learning Community Participant, Georgetown University Peer Counseling, Georgetown University Art Aficionado

Chinese University of Hong Kong, Study Abroad in Hong Kong, Fall 2015

Relevant Coursework: Chinese Foreign Policy, Global Financial Markets

Relevant Activities: Junior Year Abroad Program Blogger, US-China Costume Play Club, Chinese Skit-writing

Experiences:

September 2009-June 2013: Experiences attained as a Chinese and ESL Teacher at the Chinese Community Cultural Center:

- Organize pinyin and Chinese character materials to help students understand the syntax and pronunciation of Chinese words and sentences and teach Chinese phrases, everyday sentences, and important key words to English speakers who wanted to learn both Mandarin and Cantonese.
- Emphasize subject and predicate along with other methods of arranging nouns, verbs, adverbs, and adjectives of the English language to help Chinese students better understand and communicate in English.

June 2011-August 2011: Experiences attained in DC Department of Small and Local Businesses:

- Presented through PowerPoint on different activities of DC Department of Small and Local Businesses.
- Collaborated with a team of coworkers in the development of the ExportDC Project to connect small businesses to international agents interested in becoming more environmental-friendly.
- Sort out contract forms including recertification materials of local small businesses and inserting budgets though Excel that the government granted to each nonprofit organization.

August 2013-August 2017: Experiences attained as a Gates Millennium Scholarship Ambassador:

- Inform other high school students about the benefits of being a Gates Millennium Scholar and encourage them to apply for the scholarship.
- Presented writing tips verbally for Gates Millennium Scholarship essays and extracurricular activities.
- Volunteering to explicitly informing students of upcoming scholarship deadlines by making phone calls and assisting to help navigate the application website for students with technical difficulties.

June 2014-August 2014: Experiences attained in Downtown DC Business Improvement District:

- Work with members of Finance Department to complete month-end processing and complete accounting recording cycle.
- Process payrolls for employees and handle cash receipts from Business Improvement District Tax Payments.
- Record fees and service charges using accounting methods.
- Calculate for costs of multiple supplies in purchase order form to determine investments for different items.
- Determine and issue reimbursements for other employees, accounting for local, meal, and travel expenses.
- Check for mistakes on fixed assets and account for the additions and disposals of property, plant, and equipment.
- Filing and processing invoices and checks and check for mistakes on revenue sources.

June 2014-December 2014: Experiences attained in DC Department of Transportation:

- Collaborate with other members of DDOT to implement the DC Power Line Undergrounding Project (DC PLUG) by drafting for the expenses for the first three years and coordinate meetings with the commissioner to discuss confidential budgets and project implementation
- Use Geographical Informational System to geo-reference maps from other utilities to better plan coordination of the undergrounding line and feeder.
- Use CycloMedia to interpret manhole size and area, collecting data and calculating costs for feeders to present to the public.
- Help make connections to other DC agencies to coordinate this project with other DC government projects
- Organize data and calculate costs for feeders to present to the public
- Attend meetings with the commissioner to discuss confidential budgets and project implementation.

May 2016-September 2016: Experiences attained in Georgetown McDonough School of Business Summer Undergraduate Research Fellowship:

- Collaborate with other research assistants of Professor Czinkota to determine similarities and differences in food safety regulation standards for developed, developing, and third-world countries.
- Investigate the difference between the role that different cultures play on foodborne illnesses and bacteria inside food that cause different sicknesses in humans.
- Gather different quantitative sources of foodborne illnesses, foodborne deaths, purchasing power parity, and economy size of different countries and sorting them into Excel files for better quantitative and qualitative comparison between developed, developing, and third-world countries.

May 2016: Experiences attained in Georgetown Office of Advancement, Reunion Student Ambassador:

- Multitask and balance between directing returning Georgetown alumni from one location to another, keeping a record of alumni luggage before dorm room locations are available, and inform alumni of events occurring at specific hours when questioned.
- Collaborate with other Reunion Student Ambassadors to answer requested calls from alumni for navigating them from one event to another using Georgetown golf carts.

June 2017-August 2017: Experiences attained as a Risk Management Analyst at the Department of Insurance, Banking, and Securities:

- Completing all necessary preparation and communication (in-person, via Twitter or Instagram as needed) before, during, and after the series with other coworkers, cofacilitators, and community partners.
- Improve network advocacy project by geocoding all DC physician addresses and metro stations into geographical coordinates to deduce DC physicians that locate within 0.5 miles' radius of a metro station.
- Oversee factors in DC pet insurance companies and use generalized linear model for insurance ratings to check whether companies meet government guidelines for their specified insurance rates.

Technical Skills:

- Computer proficient; Microsoft Office, Excel, and PowerPoint proficiency, including Palisade Tools and SolverTable; Internet proficiency; Ability to use various software programs including Adobe Photoshop C6, Matlab, Python (including Regex), LaTEX, R (including SQL programs), SAS
- Microsoft Office Specialist- Word 2010 and PowerPoint 2010.
- Fluent in Mandarin, Cantonese, and English; Proficient in Spanish.

References:

Mr. Keith Foxx, Infrastructure Project Management Administration

- Works at DC District Department of Transportation
- Office: (202) 671-4613
- Email: keith.foxx@dc.gov

Ms. Bertha Gaymon, Chief Financial Officer

- Works at Downtown DC Business Improvement District
- Office: (202) 638-3232

Mr. Ernesto Rodriguez, Human Resources Management Liaisons Specialist

- Works at Department of Insurance, Securities, and Banking
- Email: erodriguez@hrapinc.org