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Personal Statement

My initial interest in venture creation came from my father who started a real estate business from scratch. Influenced by his working experiences, I generated a deep interest in business. Also, my parents always inspire me to explore starting my own business. I enjoy reading, studying and thinking, so I hope that I can be like Elon Musk, striving for my ideals and the happiness of humanity. Majoring in Business Administration during my undergraduate study, I have accumulated some corporate operation and management knowledge, which I believe can assist me in acquiring much more knowledge in the field of venture creation.

Not confining myself to just theoretical study, I also took the initiative to conduct lots of business case studies and shared my original ideas with teachers and students. Through a comprehensive analysis of textbook knowledge and real cases, I have absorbed lessons from other companies' successes and failures. To my delight, I even obtained a satisfactory result in the business case study speech, which won wide attention within the campus. I had my first venture experience, when I started a catering company with my friends, targeting at providing a healthy meal for over ten thousand people through establishing a relationship with the local fitness room. During the whole process, I was mainly engaged in the material purchase, supply chain and financial management work. Though this innovation project ultimately failed due to fierce market competition and bad operation, I realized the great significance of the core competence of the enterprise and generated the idea to further study in this field.

While working at E&Y Advisory Company after graduation, I have cultivated my cognition of business models and operation flow in different industries, thus hatching some new ideas regarding industrial transformation and upgrading. Every day, I handled customers from different fields involving logistics, automobile making, retail, and biological medicine. Through analyzing their operation flow and business models, I designed appropriate automated processes for clients and assisted them in conducting digital and automated upgrades. On the whole, I assumed the responsibility for business analysis work concerning RPA (Robotic Progress Automation), where I have acquainted with many new friends and established a sound interpersonal relationship with them.

Currently, I participate in the establishment of a start-up company, taking charge of the promotion and sales of tea drinking machine and tea powder. Our company adopted service upgrade model by establishing B2B business cooperation with various luxury hotels and middle and small-sized enterprises. As a corporate shareholder, I presided over completing market research and cost calculation work. It's delightful that our company has already completed Series A financing and robot modeling. Machine production and product launch is delayed due to the Covid-19 pandemic but it is still on track.

I prefer to work in internet start-ups because I am passionate about the innovation and technology. My previous work experience also provided me the basic skills to fit in an internet start-up, such as some coding background and project management background. What I had been doing in my previous work shows that I can understand and apply disruptive technology to help my company and clients. The essential objective of my internship is to understand how foreign start-up company operates and to participate in various operation activities. My previous job focus on details, which do not provide me sufficient space to operate and participate from macroscopic aspects of a project. I would love to improve my overall planning ability and coordination capacity by handling multifarious challenges and affairs in a start-up. I believe a role in start-up can really reflect my personal value and push me to go further and beyond.

Education

Aug 2013 – May 2017	Binghamton University Bachelor of Management in Business Administration GPA: 2.4/4.0	New York, US
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Work Experience

May 2019 – Present	Xiao Ming Tang Technology Company Limited <i>Data Analyst</i> <ul style="list-style-type: none">Promote service upgrade model by establishing B2B business cooperation with various luxury hotels and middle and small-sized enterprisesDesign online platform system to support customer data analysis, logistics and settlement	Ningbo, China
Sep 2017 – Nov 2019	Ernst & Young <i>Senior Consultant (PI Finance)</i> <ul style="list-style-type: none">Took charge of Process Automation Assessment (PAA) preparation, RPA process design and development, RPA production readiness preparation, and project managementAssessed 34 financial processes to spot key automation opportunities within client's share serviceDeveloped RPA on payment submission and approval for CRM team, implemented intelligent automation with OCR technology to achieve a fully automated process with no human interactionDeveloped RPA on payment request release process with process optimization to elevate efficiencyCompiled deliverables including user manual, process design description, solution design description according to CoE global requirements and compliance policyDesigned conflict of interest process with end-to-end automated to-be blueprint, built a database for the client to track and identify potential risk and legal issuesDesigned and implemented environment architecture and infrastructure to accommodate large-scale RPA solutionConducted automated reports extraction process across various function team with scheduled autonomous operationDeployed remote monitoring and maintenance infrastructure for the global client teamImplemented financial process automation for the CRM team and finance team to distribute external client transactions	Shanghai, China
Jun 2016 – Aug 2016	China Construction Bank <i>Intern</i> <ul style="list-style-type: none">Provided inquiry services as well as financial product introduction for over 100 clientsTook charge of the credit rating process and document collection for more than ten corporate clients	Kunming, China

May 2015 – Jul 2015	China Galaxy Securities Company Limited <i>Security Manager Assistant</i> <ul style="list-style-type: none"> • Attended daily staff briefing, hosted seminar of industries introduction and analysis • Assisted customers in opening accounting online, guided customers to link bank account and provided advisory service 	Kunming, China
May 2014 – Jul 2014	Cheng Bang Private Equity Fund Management Company Limited <i>Operation Assistant</i> <ul style="list-style-type: none"> • Edited and arranged daily report, providing global stock index, business news, industries analysis and other financial information • Compiled related internal-control questionnaire, stock-taking working paper as well as reconciliation statement • Assisted in maintaining interrelationship with several private enterprises 	Kunming, China

Scholastic Achievements/Extracurricular Activities

Sep 2015 – Jan 2016	Binghamton University <i>Teaching Assistant</i> <ul style="list-style-type: none"> • Instructed class members' on daily study routine • Conduct discussion and organized lectures for students 	New York, US
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Skill Sets & Proficiency

Office Productivity	Microsoft Word Microsoft PowerPoint Microsoft Excel Microsoft Visio	Proficient Proficient Proficient Proficient
Database	SQL	Intermediate
Programming	UiPath BluePrism	Proficient Intermediate
Scripting	JavaScript	Basic
Non-technical Skills	Project Management	Intermediate

Language Proficiency

Spoken	English – fluent; Mandarin – fluent
Written	English – average; Chinese – competent

Additional Information

Interests	Poker, Travel
Professional certification	Robotic Process Automation Solutions Certification