

Jia Xiao

Bank Clerk

Irvine, CA - Email me on Indeed: [indeed.com/r/Jia-Xiao/52e1bfd7548385dd](https://www.indeed.com/r/Jia-Xiao/52e1bfd7548385dd)

Willing to relocate to: Irvine, CA - Santa Ana, CA
Authorized to work in the US for any employer

WORK EXPERIENCE

Bank Clerk

China CITIC Bank - SHAOYANG, CN -

July 2016 to September 2016

- Open Checking Savings Account for Clients
- Print-out Deposit form and Pay-in Slip
- Introduce Financial Products to clients
- Strengthen Cooperation Ability and Leadership
- Select the best Financial products for clients

EDUCATION

Bachelor of Art in Business Economics

University of California Irvine - Irvine, CA

April 2018

ADDITIONAL INFORMATION

- ESL English Second Language
- Excel, Microsoft and Eviews
- Good at Twitter and Facebook
- Fluent in Mandarin