

EDUCATION

Xiamen University, Fujian, China

Major Degree: Bachelor of Art in Japanese Language and Literature

Sep 2008—June 2012

Second Degree: Bachelor of Economics

Relevant coursework: Financial Market and Investment, Finance, Financial Marketing

Sep 2009 – June 2012

EXPERIENCE & INTERNSHIP

● **China National Credit Information Service, Inc**

July 2012-Present

Credit Analyze Assistant in Department of Credit Management

- 1) Analyzed and compiled historical financial data for firms from different industries through the internet and reading materials in order to analyze their credibility and risk taking level
- 2) Systemized data and files of firms and used audit reports to analyze operation and development of firms
- 3) Wrote rating reports of firms depend on data and audit reports
- 4) Proofread the Enterprise Dictionary for Industry Credit Rating Level A and Above(2012)

● **Panasonic Avc Networks Xiamen Co.,Ltd**

July 2011-Aug 2011

Assistant in Research & Development Center(intern)

- 1) Assisted in preparing the text materials for some conferences
- 2) Served as Japanese translator in meetings and taught employees some useful Japanese words

● **China Fire Protection Association**

July 2010-Sep 2010

Assistant in International Department(intern)

Translated Japanese materials of international fire protection conferences and learnt something about the development of global fire protection

● **SBC Project for the construction of Lingao Nuclear Power Station**

July 2009-Sep 2009

Assistant in Department of Business(intern)

- 1) Arranged the daily administrative tasks and wrote business files
- 2) Assisted the management of the basic operation of the nuclear power station

STUDENT LEADERSHIP

● **Young Volunteers Association of Foreign Languages and Cultures School , XMU**

Sep 2010-Sep 2011

Vice President

Assisted in organizing Foreign Languages Karaoke Competition

Organized groups of volunteers to serve as voluntary teachers in Qianpu Primary School

VOLUNTARY ACTIVITIES

● **Recycled old books around Zhangzhou campus in order to expand the Love Library of XMU**

Nov 2008

Organized by Young Volunteers Association of XMU

● **Volunteered at the China Xiamen Machinery & Electronics Exhibition**

Apr 2011

Organized by the organizing committee of CXMEE Government of Xiamen City

TECHNICAL SKILLS & INTERESTS

● **Language:** Chinese, Japanese, English

● **Office Software:** Microsoft Word/Excel/PowerPoint/ Photoshop

● **Interests:** Travel, Mystery novels, Badminton, Piano music, Drawing, Animation