

## 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