

Xiaotang Qi (Jane)

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OBJECTIVE Banking Industry

EDUCATION BACKGROUND

Jobs Institute of Foreign Trade (JIFT)	Zhengzhou, China	2008.09-2012.06
Bachelor of Arts degree in law (B.A.)	<i>Expected 2012</i>	
Major Courses: International Economic Law, International Finance, Accounting, Marketing, etc.		

PROFESSIONAL EXPERIENCE

Bank of China, ZhengDa Branch	Internship	2011.10-2012.02
<ul style="list-style-type: none">• Good working knowledge of banking practice• Communicating with customers		Shanghai, China
United Securities Co., Ltd, West ChangJiang Road	Associate Investment Manager	2010.07-2010.08
Sales Department <ul style="list-style-type: none">• Learned market analyz skills and sales techniques• Successfully developed some potential customers for the company		Zhengzhou, China
Daylight (China) Co., Ltd	[Sales Representative]	2009.09-2010.04
<ul style="list-style-type: none">• Established a work team and led discussion in meetings• Mastered knowledge of the products and Rank 2nd among the entire community		Shanghai, China
Shanghai Horizon Market Research Co., Ltd	[Researcher]	2009.07-2009.08
<ul style="list-style-type: none">• Successfully arranged and conducted phone and indoor interviews across the city• Worked with different teams and finished questionnaires seriously		

EXTRACURRICULAR ACTIVITIES

Human Resources Services Company of SIFT	[Marketing Manager]	2009.08-2010.01
<ul style="list-style-type: none">• Totally provided 20 positions for schoolmates; invited 8 enterprises to take part in annual school recruitment• established the original human resources database		
English Club	[Vice President]	2009.09-2010.06
<ul style="list-style-type: none">• Coordinated affairs of the society including raising funds from corporate sponsors for our society; organized English Corner, educational lectures and outdoor practice		
Students' Entrepreneurship Center	[Assistant]	2009.03-2009.12
<ul style="list-style-type: none">• Researched materials of competition, government policies, social factor concerning starting one's own business; focused on marketing plans		
Summer Special Olympic Games in 2007	[Volunteer]	2007.07-2007.08
<ul style="list-style-type: none">• Charity sale in Yu Garden bilingually and promote sales of items successfully		

HONORS & SCHOLARSHIPS

- National Scholarship, 1st Scholarship (once, 1 student/semester) in 2007-2008
- Scholarship for Outstanding Students, 3rd Scholarship (twice, top 10%) in 2006-2007
- Excellent Individual of Summer Practice and 2nd Place for Social Articles in 2006-2007
- Excellent Marketing Manager in Human Resources Services Company of SIFT
- Excellent Individual of Honor of Work for Study in 2006-2007
- Excellent Representative in Sports, Law School in 2007-2008

CERTIFICATES & SKILLS

- The Intermediate Certification of Oral (verbal) Interpretation of Shanghai
- Certification of middle-level skills of computer operation of Shanghai