

Xuting Zhang

190 Lees Ave Unit 1704, Ottawa, ON K1S 5L5
zhangxuting91@yahoo.ca | +1(613)-265-5462 +8618510253518

EDUCATION

OTTAWA UNIVERSITY BUSINESS WITH MARKETING PROGRAM

Canada, Ottawa | Sep 2013- Dec 2016
Telfer School of Management

- Human Resource Management
- Management Information Systems
- Consumer Behaviour
- Services Marketing
- Market Research
- Advertising and Sales Promotion Management
- Marketing Strategy
- Promotional Planning Practicum
- Business Communication Skills

WATERLOO UNIVERSITY MATHEMATICS

Canada, Waterloo | Sep 2012- Sep 2013
Faculty Of Mathematics

- Calculus
- Linear algebra

BEIJING CONCORD COLLEGE OF SINO-CANADA

HIGH SCHOOL IN BEIJING
China, Beijing | Feb 2010- July 2012

- Graduated with a mark of 92%.
- Focused on business related courses
- Participated in many mathematical competitions

SKILLS

- Word, Excel, PowerPoint, Access.
- \LaTeX
- Excellent English Writing.

LANGUAGE

- Chinese - Native language.
- English - 10 years fluency.

MARKETING & RELATED EXPERIENCE

CRTC MICHEL CLOUTIER PROJECT PROMOTIONAL PLANNING PRACTICUM TEAMWORK

Sep 2016 | Ottawa, Canada

- Conducted comprehensive market research and analysis of most recent data on Canadian Radio-television Commission
- Developed a marketing strategy to promote CRTC within the budget
- Implemented the Integrated Marketing Communication Plan within current team resources
- Improved promotional and resource management skills

INTOPIA SIMULATION STRATEGIC MANAGEMENT TEAMWORK July 2016 | Ottawa, Canada

- Simulated Intopia business game with more than 30 teams
- Enhanced strategic planning and leadership skills

ADMINISTRATIVE ASSISTANT I DID THIS JOB IN LIAN LIFE INSURANCE LTD.

July 2016 – Sep 2016 | Changzhou, China

- Informing all teams attend the meeting on time
- Helped managers and customers to check insurance contacts

BUSINESS COMMUNICATION SKILLS

Sep 2015 | Ottawa, Canada

- Wrote memo and presented problems and recommendations to Chief Executive Officer
- Developed communication skills within the organization

SALES MANAGER ASSISTANT

Jan 2013 – Feb 2013 | Changzhou, China

- Help sales manager to answer calls
- Improved the ability of building customers relationships

LEADERSHIP & ACTIVITIES

INTERNATIONAL MATHEMATICS COMPETITIONS TAKING PART IN GALOIS, FERMAT, AND EUCLID COMPETITIONS

Feb 2011 – Apr 2012 | Beijing, China

MODELING CONTEST

Nov 2011 – Nov 2011 | Beijing, China

This contest needs competitors to finish a problem in 36 hours, and the contest intends to exam students' ability of mathematics, programming, and English writing.

AWARDS

2012.5 Beijing Outstanding Student
2011.11 Modeling Contest Honorable Award