GRACE SONG

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EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Quantitative Finance	May 2025
	Bachelor of Science, Mathematics: Actuarial Science	
	Minor: Management Information Systems	
	Overall GPA: 3.7	

EXPERIENCE

Estée Lauder – *E-commerce Business Analytics Intern*; Shanghai, China   September 2024 – December 2024

Virtu Financial – *Trading Operations Analyst;* Austin, TX   June 2023 – August 2023, June 2024 – August 2024
- Developed basis position management algorithm for financing, capital, and trades efficiency; reducing daily expenses at least $30k
- Built mark-to-market and instrument closing price models tying out variation margin for daily wire transfers for JPM and MAREX
- Established fee accrual closing logic with consistent payment and cash adjustment criteria, closing 86k aged fee accruals

Citi – *Consumer Banking & Wealth Analyst;* Dallas, TX   June 2022 – August 2022
- Created database of project pain points in 200 categories in risk and control, streamlining error identification process by 30%
- Constructed financial models to evaluate growth and cash flow generation of new teller platform integration project
- Redesigned automation process for 50 stakeholders in Citi Personal Banking to conceptualize and implement risk evaluation plan

The University of Texas at Austin – *College Mathematics Course Grader*; Austin, TX   January 2022 – May 2022
- Evaluated 100+ student assessment submissions daily and performed course performance analysis with university faculty
- Calibrated college mathematics weekly course content and rubric for individualized responses to corroborate student learning

Chop Chop – *Supply Chain Intern*; Austin, TX   November 2021 – March 2022
- Negotiated pricing with 10+ local wholesalers and packaging distributors to reduce raw materials costs by 15%
- Cultivated distribution partnerships with high-end grocery stores such as Whole Foods to achieve incremental sales goals of 10%

ACADEMIC PROJECTS

University of Rochester School of Medicine and Dentistry – *Mentor: Dr. Xueya Cai*   December 2021 – March 2022
- Discovered correlation between COVID-19 deaths and neighborhood disadvantage index by generating statistical analysis in R
- Computed average deprivation index and conduct univariate and bivariate analysis of databases

LEADERSHIP EXPERIENCE AND ACTIVITIES

Texas Convergent – *E-Commerce Product Management Consultant*   September 2022 – Present
- Construct e-commerce price match extension importing online APIs to consider alternative factors (time, credibility, quality)
- Generate and appraise 5 enterprise project proposals with the integration of operational digitization
- Manage cross-functional teams of technology and design to oversee product development and implementation with Jira

Cherryish Yourself – *Finance Consulting Team Lead*   February 2022 – Present
- Ideate monthly fundraising events and scholarship grants with student organizations to raise sexual assault awareness
- Price clothing products and determine budgeting for business activities based on cost cuts and gained revenue
- Maintain financial statements and discover sales opportunities to develop benchmarks thru Excel

Texas Student Television (TSTV) – *Director, Assistant Showrunner, Producer*   August 2021 – Present
- Direct 20+ crew and set members in coordination with editing and cinematography for 20-minute episodes
- Supervise and craft scripts in weekly writers' meetings in close communication with five team members
- Translate 40-page scripts into Chinese and researched features to fortify cultural elements within narrative

HONORS

- University of Texas at Austin Honors   August 2021 – May 2022
- National Merit Scholarship Winner   March 2021
- University of North Texas President's List   January 2021
- Texas Academy of Mathematics and Science Summer Research Scholarship   May 2020
- Chinese Proficiency Test (Highest level in both speaking and comprehension)   November 2020
- National Spanish Exam Gold (Levels 1-3)   March 2016 – April 2019

ADDITIONAL INFORMATION

Computer Skills: Python, Java, VBA, SQL, ProcMail, JavaScript, MS Office, R, Canva, Tableau, Adobe Premiere, Jira, Confluence
Certifications: Collaborative Institutional Training Initiative (2019), QPR Gatekeeper Training (2020)
Languages: Fluency in Mandarin Chinese and Shanghainese**,** Basic Knowledge in Spanish
Interests: Writing, Film, Theatre, Volleyball, Podcasts, Traveling, Knitting, Reading, Video Production, Origami
Work Eligibility: Eligible to work in the U.S. with no restrictions