

**Tel.** (+86) 138-0013-8000

**Email.** 1906222627@qq.com

**Address.** No.67, Lane123, Job Road, Job District,Shanghai, China

**CONTACT ME**

Outstanding written and verbal communication skills in English and Mandarin.

Abundant administrative and Secretary experience in a fast-paced, high-tech environment.

**HONORS**

- Senior teacher's qualification certificate

- Mandarin Proficiency Test Certificate, 1st Grade, A Level.

- Computer:Microsoft Word, Excel and PowerPoint

- Carpentry:Framing, Masonry, Household Electrical Wiring, Flooring, Roofing, Plumbing

15 th International Economic and Trade College Academic Thesis (Prize for Excellence)

Outstanding Captain of Volunteer Training School

The national college students business plan competition

**COLUMBIA UNIVERSITY** / 2012-2016

Master of Financial management

**Shanghai University of Finance and Economics , Cultural Exchange School** / 2009-2012

Cumulative GPA: 3.76

Scholarships: First-prize National Scholarship (Top 7%)

**MORGAN STANLEY** / Wealth Management Intern 2009-2012

* Generated 20+ leads for a private wealth management group with over $250 million in client assets
* Investigated new prospects and created comprehensive call lists of real estate prospects
* Developed a strong professional network while perfecting effective communication skills

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**PERSONAL SKILLS**

*Designer*

**SARA BAREILLES**

**WORK EXPERIENCE**

**EDUCATION**

**PROFILE**