**2015.02-2016.08 Sun Yat-sen University Member Sydney,Australia**

* Responsible for weekly meeting materials classification,filling,as well as meeting minutes,dept，workplan and summary with Deliver messages of 6 Depts，coordiante and track activities of different depts，daily working time reached 6H to consume meetings smooth.
* Collect potential sponsor materials through face to face or telephone communication etc. Analyze the materials thru excel with the report teaching.
* Further communicate with filtered potential sponsors according the analysis, and finally established cooperation with targeted sponsors.

**2015.07-2015.09 Bank of China Customer service Jiangxi,China**

* Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.
* In the cases of which clients’ problems could not be solved online, transfer the information to the back staff to settle, and track the settlements before communicating with the clients.
* Abiding the regulations and working closely with the operating administration and other co-workers.

**2015.07-2015.09 Bank of China Customer service Jiangxi,China**

* Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.
* In the cases of which clients’ problems could not be solved online, transfer the information to the back staff to settle, and track the settlements before communicating with the clients.
* Abiding the regulations and working closely with the operating administration and other co-workers.

**2012.09-2016.06 Sun Yat-sen University Accounting (Bachelor) Sydney,Australia**

Major: western economics, applied economics, accounting computerization, financial management, marketing, economic law, intermediate financial accounting, advanced financial accounting, cost accounting, management internatiognal finance.

I’m familiar to related regulations and institutions, thus able to control the risk of bank operation.Consequently my positive attitude and strong ability of learning led to my outstanding academic achievement.With a creative and dynamic mind, I’m keen on attending social practice and volunteer work with a quality of hardworking and rigor.Last but not least, I’m always honest by sticking to my promise and always willing to communicate with others or to help them with a great sense of teamwork.

**Professional Skills:**

* Being familiar with accounting theory
* Mastering share option,futures and foreign currency hedge.
* Mastering risk management.
* Grasping balance sheet,cash flow report and other financial statements.

**Language Proficiency:**

* Excellent reading and writing ability, good listening and speaking ability.
* IELTS 6 points.
* Chinese(fluent in Cantonese,Hakka and Putonghua)

**EDUCATION**

**EXPERIENCE**

ACTIVITIES

PROFILE

SPECIAL SKILLS

Shanghai,Member of CPC,13500135000,1906222627@qq.com

**JANE CHEN**