**Linghan Kong**

willow8996@gmail.com 765-588-7168 2420 Burnt Tree Lane, Apt 6, East Lansing, MI, 48823

***PROFILE***

* MS in Finance graduate seeking a full-time position in corporate finance leveraging strong problem solving skills.
* International experience in Bank of China and Shandong Kailai International Trade Company, working in multiple business areas: marketing, customer service, financial and accounting analysis, data mining and project execution.
* Leadership and negotiation skills enhanced by working in a multi-cultural environment, skilled at Excel, PowerPoint, SAS, Google Analytics.

***EDUCATION***

**Purdue University-Krannert School of Management, West Lafayette IN May 2014**

Master of Science in Finance (CFA Candidate)

* Executed Pitch Book for P&G acquisition of health department in R&B **December 2013**
* Conducted Market Timing Project, examined the Size Effect, Book to Market Value Effect on return anomaly **November 2013**
* Conducted Valuation and Statement Analyses on Delta Air lines and JetBlue Airways **October 2013**

**Shandong University (SDU) at Weihai, Shandong, China June 2012**

Bachelor of Arts- Major: English; Minor: French

Bachelor of Economics-Minor: Finance

***PROFESSIONAL EXPERIENCE***

**MessageMakers November2014-Current**

**Accounting Assistant**

* Assist with tracking and monitoring business loan programs.
* Prepares financial reports by collecting, analyzing, and summarizing account information and trends
* Review receivable and payable information and validate against budgets and forecasts
* Develops system to account for financial transactions by establishing a chart of accounts

**Detroit Chinese Business Association October2014 - January2015**

**Marketing and Event Coordinator**

* Build new value and symbiotic connections with financial institutions and organizations in China
* Working with the Detroit Chinese Business Association Events & Projects for 2014 and 2015

**Internship, Bank of China, Jinan Branch**  **November 2011-December 2011 / May 2012-January 2013**

**Operation staff** *Funds Business Department*

* Broadcasted daily analysis on exchange market at financial program on province radio station with 20,000 listeners.
* Prepared data analysis report with recommendations on promotion of Precious Metal product.
* Promoted “Sales Competition” among 64 branches in Jinan City and successfully drove up sales by 5% within one month.
* Negotiated with Sinotruck and Shandong Gold Group to map out the letter of intent for a loan in 2013.

**Document Analyst** *International Settlement Department*

* Examined 47 companies’ documents including Letters of Credit and Documents against Payment
* Processed contracts of financing by L/C

**Credit Analyst** *Credit Department*

* Inputted and verified client data including balance sheet statements for enterprises
* Assessed enterprises’ credit and wrote related summary reports

**Internship, Shandong Kailai International Trade Co., Ltd 2009-2011(summer and winter break)**

**Marketing Intern**  *Sales Department*

* Collaborated with Sales team to generate sales revenue $10K by negotiating with clients in Dubai Global Sources Exhibition
* Interacted with local factories to identify, analyze and realize new sales growth opportunities with existing international customers
* Wrote proposals to amend an unreasonable credit term and avoid failure of payment

**Corporate Treasurer** *Financial Department*

* Issued payments, wrote accounting vouchers and maintained books, issued export invoices and value added tax invoices
* Served in financial department by assisting with filing and conducting analysis for financial reports

***ACTIVITIES***

**Key Member** *Finance club in Purdue* **2013-2014**

* Won the first prize on KGSA Case Competition sponsored by ATK and Amazon  **January 2014**
* Conducted Q&A with management in UBS, Bank of America and JP Morgan.

**Volunteer** *Boiler-out Volunteer Program in Purdue* **January-May 2014**

* Distributed donated food to missions, shelters and social service agencies

***Piano Accompanist******and Singer*** *Ocean Melody Choir in SDU*

* Won the first prize on Choir Competition by performing *Jingle Bells Through the Ages* and *Music Speaks* **2009-2010**

Dear Sir/ Madam:

Your posting for an entry-level Staff Consultant leads me to believe that you are looking for someone who is analytical and can handle multiple priorities, and who can also demonstrate independent thinking and decision making skills. I believe that I would make an excellent addition to your team.

Now I am working as a Controller Assistant for MessageMakers in Lansing, MI. I am responsible for perform capital budgets for projects, prepare various financial reports for management team, communicate with all departments to obtain financial data ,deal with Accounts Payable and Receivable, reconcile bank and credit card statements. I have been able to achieve business objectives and deeply impressed my supervisors.

As my resume indicates, I received my Master of Science Degree in Finance in Krannert School of Management in May of 2014. I have performed cases in cost saving, budgeting and forecasting and decision making, cash flow and NVP analysis. During last year, I executed the pitch book of M&A for P&G, operated market timing project for securities investment and conducted valuation statement analysis on airline companies such as Delta and JetBlue. The case of Operation analysis for Grainger Co. won the 1st price in the Case Competition sponsored by Amazon.

My accumulated one year experience in Shandong Kailai International Trade co. Ltd, equipped me with all aspects of accounting, which included, but were not limited to, customer service & problem resolution, budgeting, financial analysis, general ledger and account reconciliations. I analyzed large data sets to resolve critical issues and propose, and participated in continuous improvement efforts and resolution of unstructured problems , besides I effectively communicated with employees at all levels of the organization, as well as client and the management.

I can serve your organization with my refined ability to perform case management data analysis, performing capital budgets, defining and relating market trends. I would very much appreciate an opportunity to meet up with you in person to discuss my application in more detail. The enclosed resume provides a more detailed description of my education, interests, and work experience. I thank you for your time and expectantly wait to hear a positive response from you.

Sincerely,

Linghan (Willow) Kong