

# JACQUELINE KWAN

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## EDUCATION

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### University of Maryland

Robert H. Smith School of Business  
Bachelor of Science in Finance

*Major GPA: 3.95*

*Cumulative GPA: 3.92*

### President's Scholarship, University of Maryland

### Honors College, University Honors

### QUEST (Quality Enhancement Systems & Teams) Honors Program

- Collaborate with three teammates in order to consult on a Fortune 500 medical company's production tracking process

### WHU - Otto Beisheim School of Management

*August 2014 - December 2014*

## WORK EXPERIENCE

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### Ernst & Young

Business Advisory Intern

*Washington, D.C.*

*June 2015 - Present*

- Write SQL scripts that are then run in development and production environments during the client's transition from legacy systems to new trading and accounting systems
- Create a data conversion strategy template and training deck for the EY senior manager to pitch as a EY methodology

### Thistle Magazine

Travel Columnist

*Washington, D.C.*

*June 2015 - Present*

- Pen travel-centered narratives for each edition of *Thistle* and review outside travel submissions with co-editors
- Brainstorm content and design ideas with the team in order to help the start-up magazine grow and reach new customers

### U.S. Chamber of Commerce Foundation Corporate Citizenship Center

Research Assistant

*Washington, D.C.*

*February 2014 - Present*

- Select and showcase clients' corporate social responsibility initiatives, such as for Google or Intel, onto a public map
- Update and re-structure the database containing records of the interactions between public and private corporations

### Morgan Stanley

Financial Summer Analyst Intern

*Baltimore, MD*

*June 2014 - August 2014*

- Conducted primary coverage of daily and weekly responsibilities for North America's Global Structured Products group and Morgan Stanley Principal Investments/Prop/CRA
- Assisted with month-end and quarter-end responsibilities, such as consolidating the amount of assets for investments
- Created and verified T+0 estimates as well as T+1 data in addition to daily attribution and SEC breaks
- Researched and consolidated a new hires deliverable on the Finance Institutional Securities group with three peers

### Signal Processing, Inc.

Office Assistant

*Rockville, MD*

*December 2007 - June 2014*

- Fine-tuned proposals for various government contracts and presentations concerning technological projects
- Engaged different clients and possible partners on the potential market implementation of apps and programs
- Utilized Adobe Photoshop and other editing tools to develop project and company logos, materials, and deliverables

## LEADERSHIP EXPERIENCE

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### QUEST Marketing Team

*February 2015 - Present*

- Serve as brand manager by collaborating on the creation of a mini-corporate partner booklet and assisting in designs

### WHU Exchange Class President

*September 2014 - December 2014*

- Planned weekly international dinners as well as other campus integration events between all WHU students
- Oversaw and fundraised over 2,000€ while improving professional relationships between the university and corporations

## SKILLS

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**Languages:** Fluent in conversational Mandarin; Basic understanding of conversational German

**Skills:** Working knowledge of SQL, MS Access, MS Excel, MS Visio, and Adobe Photoshop CS5.1