

JACQUELINE KWAN

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EDUCATION

University of Maryland

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

Major GPA: 3.94

Cumulative GPA: 3.92

Exp. with 150 Credits: May 2016

Honors College, University Honors

QUEST (Quality Enhancement Systems & Teams) Honors Program

- Collaborate in teams to design business proposals and products, such as a sound seclusion device meant for group use
- President's Scholarship, University of Maryland

Study Abroad: Doing Business in Singapore & Malaysia

Winter 2014

- Met with international companies ranging from a gambling resort to various airlines and global logistics firms

WORK EXPERIENCE

Morgan Stanley

Baltimore, MD

Financial Summer Analyst Intern-- Finance

June 2014 - Present

- Conduct primary coverage of daily and weekly responsibilities for North America's Global Structured Products group and Morgan Stanley Principal Investments/Prop/CRA
- Assist with month-end and quarter-end responsibilities, such as consolidating the amount of assets for investments
- Create and verify T+0 estimates as well as T+1 data in addition to daily attribution and SEC breaks

U.S. Chamber of Commerce Foundation Corporate Citizenship Center

Washington, D.C.

Research Assistant

February 2014 - Present

- Select and showcase clients' corporate social responsibility initiatives onto a public map for all to access
- Update and re-structure the database containing records of the interactions between public and private corporations

Signal Processing, Inc.

Rockville, MD

Office Assistant

December 2007 - June 2014

- Conduct bookkeeping using QuickBooks, with a primary focus on identifying excessive expenses
- Fine-tune proposals for various government contracts and presentations concerning technological projects
- Engaging different clients and possible partners on the potential market implementation of apps and programs
- Utilize Adobe Photoshop and other editing tools to develop project and company logos, materials, and deliverables

LEADERSHIP EXPERIENCE

Google Helpouts

November 2013 - Present

- Educate others how to best manage their time and daily or project-based tasks through one-on-one video conferencing
- Communicate different techniques for finding solutions to conquer stress

SUSA Finance Committee

February 2014 - Present

- Monitor and approve Smith club funding in addition to verifying the accuracy of various clubs' requested funding

Deloitte Case Competition

February 7th, 2014 - February 21st, 2014

- Partnered with three of my peers to solve a telecommunications company's problem concerning global expansion, high turnover rates, and technological outsourcing issues to reach the final seven

SKILLS AND INTERESTS

Languages: Fluent in conversational Mandarin

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

Interests: Skiing; Scrapbooking