






ADMINISTRATIVE ASSISTANT


MiaoMiao
Beaudouin


 Trilingual


 Adaptability

 miaomiao@oav.net


 Organized


 Interpersonal Skills

 +33 6 6725 3271


 +33 9 5323 0103


 File Management


 Works well under pressure

 May 5th 1983

 FR,CN,EN

 Dedicated Team Player

 Accurate and detailed

 21 RUE DU PLATEAU
54400 LONGWY
FRANCE

Experiences

Since Oct 2017
Luxembourg

Associate, Data Management & Systems Support, BRE Europe (The Blackstone Group)

MASTER ENTITY DB
AUTOMATIC INVOICING SYSTEM

- > Master Entity Database users, contacts and vendors updates
- > Incoming invoice checking
- > Minutes of international conference calls

Nov 2012 - Jul 2017
Paris

Back Office Manager, Marne & Finance

FILE MANAGEMENT
SHARE MANAGEMENT
COMMERCIAL ASSISTANT

- > File management of subscription contracts in the field of commercial real estate
- > In charge of share repurchase and payment schedules
- > Invoice management of wealth advisors
- > Coordination of logistics for commercial meetings

May 2011 - May 2012
Paris

Account Manager, Bank of China Paris Branch

BANKING
PORTFOLIO MANAGEMENT
SALES

- > Counter operations: credit card, check, cash deposit & withdraw, ...
- > Account opening & closing, KYC, risk management
- > Banking products consulting

Dec 2010 - Mar 2011
Paris

Chief Economist assistant, Tradition Securities & Futures

PRESS, BLOOMBERG
SUMMARIES

- > Newspaper review (Financial Times, Wall Street Journal, New York Times, ...)
- > Financial markets and global economy reports

May 2010 - Dec 2010
Paris

Back Office Agent, HSBC France

EMTN EQUITY
FILE MANAGEMENT

- > Flow calculation of EMTN Equity
- > Document establishment and review

Sep 2008 - Jun 2009
Paris

Chinese Teacher, ECE Paris

INTERMEDIATE CHINESE

- > Establishing teaching pamphlets
- > Training and evaluation of engineering students with different levels

Education

2011
Paris

MBA Finance & International Markets, Institut Supérieur de Gestion

2008
Paris

Master 2 Economy & Societies in Anglo-American countries, Université de la Sorbonne Nouvelle Paris III

2005
Shanghai, China

Bachelor English, Shanghai International Studies University

Miscellaneous

Car B Driving License