




ADMINISTRATIVE ASSISTANT


MiaoMiao
Beaudouin


 Trilingual


 Adaptability


 Organized


 Interpersonal Skills


 File Management


 Works well under pressure


 Dedicated Team Player

 Accurate and detailed


 miaomiao@oav.net

 +33 6 6725 3271

 +33 9 5323 0103

 May 5th 1983

 FR,CN,EN

 21 RUE DU PLATEAU
54400 LONGWY
FRANCE

Experiences

Since Oct 2017
Luxembourg

Associate, Data Management & Systems Support, BRE Europe Real Estate Investment

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