



# COMPLIANCE ASSISTANT

MiaoMiao  
Beaudouin

📖 Trilingual

📖 Adaptability

✉ miaomiao@oav.net

📖 Organized

📖 Interpersonal Skills

☎ +33 6 6725 3271

📖 File Management

📖 Works well under pressure

☎ +33 9 5323 0103

📅 May 5th 1983

📖 Dedicated Team Player

📖 Accurate and detailed

🗣 FR,CN,EN

🏠 21 RUE DU PLATEAU  
54400 LONGWY  
FRANCE

## Experiences

Since Feb 2018  
Luxembourg

**Compliance & Administrative Assistant**, Bank of China Luxembourg S.A.

HO REPORTING  
BOARD PREPARATION

- > Monthly & Quarterly Head Office reporting
- > Liaise with Legal and Compliance Department's staff members to ensure accurately and timely reporting requirements
- > Coordination between every Bank's departments on the compliance reporting matters
- > Monitoring potential AML issues in the Bank's system "Siron Embargo"
- > Assistance of the Board Secretary in preparing the Board meetings materials

Oct 2017 - Jan 2018  
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*

BANKING  
PORTFOLIO MANAGEMENT  
SALES

**Account Manager**, Bank of China Paris Branch

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

*Dec 2010 - Mar 2011*  
*Paris*

PRESS, BLOOMBERG  
SUMMARIES

**Chief Economist assistant**, Tradition Securities & Futures

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

*May 2010 - Dec 2010*  
*Paris*

EMTN EQUITY  
FILE MANAGEMENT

**Back Office Agent**, HSBC France

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

*Sep 2008 - Jun 2009*  
*Paris*

INTERMEDIATE CHINESE

**Chinese Teacher**, ECE Paris

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

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## Education

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*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

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## Miscellaneous

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**Car B Driving License**