



# 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 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

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## 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

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## Miscellaneous

**Car B Driving License**