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| Xiaoyan zhang |
| Frisco, tx75036 |
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**QUALIFICATIONS**

* Solid background in mathematics, statistics and economics
* Hands on experience in using Microsoft Word/Excel/PowerPoint
* Professional and proactive working attitude and good interpersonal communication skills

**EXPERIENCE**

***Editor, Jiangsu Keyi Culture Industry Group Co., Ltd, Nanjing, China 05/2007– 07/2010***

* Designed the work plan and schedule for the book content validation
* Corrected and adjusted words, phrases and sentences for a variety of educational books, journals and papers
* Summarized and reported the findings from the corrections of all the materials
* Coordinated the team with the daily work in a timely manner

***Product management******Associate, Yangguang Property Insurance Co., Ltd, Jingjiang, China 03/2006 – 03/2007***

* Collected data from the customer for the insurance contracts
* Communicated with different kind of customers and explained insurance policies collectively
* Maintained good relationships with the customers to protect the reputation of the company
* Provided sales of insurances across the whole city and the suburb area

***Secretory, Sanjiang Electrical Appliances, Jingjiang, China 07/2005 – 03/2006***

* Collected and recorded the information of the purchases and sales for the company
* Reported different findings and issues for the company transactions
* Assisted inventory arrangement for different electrical appliances

***Teacher Intern, Xieqiao High School, Jingjiang, China******01/2005 – 06/2005***

* Prepared and designed the Chinese courses for high school students
* Taught high school students reading and writing in Chinese
* Communicated with students about their studies, homework and exams
* Collected feedbacks and analyzed the responses from the students

***Secretory Intern, Wenhe Sub-District Office, Yangzhou， China*** ***07/2004 – 09/2004***

* Assisted directors in their daily work such as setting up meetings, taking notes of the meetings, etc.
* Collected the information by Excel as required from the victors
* Coordinated communities and reservists with their traveling, visiting and lodging

**EDUCATION**

* Master candidate in Economics, Jan 2022 to present, the University of Texas at Dallas, Richardson, TX
* Associate in Business Field Study (quit), July 2020 to December 2021, Collin Community College, Frisco, TX
* B. A. in Chinese Language and Literature, June 2005, Xuzhou Normal University, Xuzhou, China.