

## **Simin (Alex) Li**

Apt 2206, 425 Washington Blvd, Jersey City, NJ 07310

Mobile: (+1) 434 466-3478

E-mail: sl7dz@virginia.edu

### **EDUCATION:**

**McIntire School of Commerce, University of Virginia**

*Master of Science in Commerce: Financial Services*

**Charlottesville, USA**

**August 2014**

**School of English, Shanghai International Studies University (SISU)**

*Bachelor of Arts in English Language and Literature*

**Shanghai, China**

**June 2013**

- Dean's scholarship in 5 consecutive semesters, 2010-2012
- Diploma of International Economics and Trade from **School of Economics, Fudan University**

### **EXPERIENCE:**

**Shanghai Volkswagen Automotive Company Limited**

*Human Relations Department, 32 hours/Week*

**Shanghai, China**

**October - December 2012**

- Conducted monthly personnel data reports about intern transfer and promotion for senior level managers
- Designed and organized campus recruitment workshops to bring in top level candidates
- Participated in the orientation trainings for new interns

**Beiyang Food Additives Ltd Company, Shanghai**

*Personal Assistant, 30 hours/Week*

**Shanghai, China**

**April - May 2012**

- Promoted to CEO's personal assistant from her liaison interpreter within 2 weeks
- Prepared keynote speeches for CEO and assisted in prospectus writing and road show for several promotional events
- Sorted and catalogued important proceedings, correspondence and information related to 4 clients for further analysis and drafted client presentations accordingly for my direct manager

**China Merchants Bank, Nanchang Branch**

*Personal Banking Department, Internship, 40 hours/Week*

**Nanchang, China**

**June - September 2011**

- Collected and analyzed client information for top managers and arranged the department's weekly meetings
- Developed and strengthened high quality clients that contributed to selling of financial products totaling \$200,000 while the entire banking industries were at loss due to financial crisis

### **ACTIVITIES:**

**Consulting Group for Credit Justice Service**

**October – November 2013**

*Member*

- Conducted several meetings with CJS representatives to exchange ideas and identify their real business problems
- Prepared CJS with both client report and formal presentation on its identified problems and our associated recommendations
- Received high compliments from CEO Douglas Muir on our client report and final presentation

**Roller Skating Club of SISU**

**October 2011 - June 2012**

*President*

- Initiated one annual skating match involving players from all 7 universities in Songjiang College Park
- Won the "Star 5 Club" awarded to only 3 out of 25 clubs every year

**Public Relations Department of SISU**

**October 2010 - October 2011**

*Director*

- Influenced 4 new potential sponsors to donate \$2,050 annually, financially supported 5 major school events and 3 college events
- Won "Star Department" award firstly in department history

### **SKILLS & INTERESTS:**

- **Language skills:** Native in Mandarin, Proficient in English, Beginner Writing/Reading in German
- **Skills:** MS Office Software, Excel Macro, Visual Basic for Application, Photoshop, SQL server, Adobe Flash
- **Interests:** Travelling, Practicing Taekwondo, Roller skating, Swimming
- **Community service:** Honorary member of Red Cross Society of SISU; Team Leader in teaching program in Tibet primary school; Received award "Outstanding Volunteer for helping the Disabled"

