

# Su Xu

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## SUMMARY

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MBA candidate in Financial Markets and Risk Management. Broad and intense coursework and internship experience in finance / economic / accounting fields. Strong skills in data analysis, risk assessment & management, accounting records preparation, examination and analysis.

## EDUCATION

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**University of Illinois at Chicago** **Chicago, IL**

*Corporate Master in Business Administration*

August 2013

GPA: 3.22/4.00

**Northeast Forestry University**

**Harbin, China**

*Bachelor of Economics and Management in International Economics and Trade*

July 2011

**Harbin University of Science and Technology**

**Harbin, China**

*Bachelor of Economics in Finance of Economics (minor)*

July 2011

## EXPERIENCE

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**Administrative Assistant in Data Operation Department**

Dec 2010 – Feb 2011

*Starlaser Electronics Co., Ltd.*

- Combined with practical operation of international data transforming affairs;
- Took charge of medical policy proofreading at some hospitals of Kansas State.

**Manager Assistant in Investment Department**

Jul 2010 – Aug 2010

*China Construction Bank Harbin Branch*

- Took charge of routine consultation and explanation to customers;
- Provided summary report of customer demand for Marketing Department;
- Prepared data analysis report of monthly investment profit;
- Made summary presentation on the stage weekly.

**Intern in Marketing Department**

Jan 2009 – Mar 2009

*China Galaxy Securities Co., Ltd.*

- Introduced the service contents and advantages of bank cards for new customers;
- Provided customer & market analysis report to the manager;
- Checked customers' personal information; signed and issued bank credit cards to customers

**Educational Internship**

Jun 2008 – Feb 2009

*Northeast Forestry University*

- Targeted at computer application and practical operation of international trade affairs;
- Conducted concrete operations in the computer room of School of Economics and Management in Northeast Forestry University.

## VOLUNTEER

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- Volunteer in HUST in Harbin 24th Winter Universiad **Mar 2009**
- No. 190 Torch Bearer of Harbin Stop in Beijing 2008 Olympic Games Torch Relay **Jul 2008**
- Heilongjiang Association -Wenchuan 512 Earthquake Donation Association Supervisor **May 2008**

## SKILLS

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- Software: Strong knowledge and experience in Microsoft Office Suite, Adobe Photoshop.
- Language: English, Mandarin Chinese.