

## Mengri Gao

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### Experience

#### [Citibank \(China\) Co., Ltd. Shenzhen Branch, China](#)

May 2013-August 2013

##### Compliance Intern

- Worked side-by-side with senior compliance expertise to achieve the balance between maximization of profit and adhere to laws and regulations
- Followed up with policy change and market reaction. Downloaded the latest regulations and policies from the official websites of three major supervision departments: People's Bank of China, China Banking Regulatory Commission and State Administration of Foreign Exchange. Edited policy memo and regulation brief as reminder to informed related departments
- Examined the mutual interaction between policy and market. Based on current policy and law framework, as well as macroeconomic change and latest performance data. Wrote reports and sent to supervision department, including the report of fluctuation of interest rate, the report of suspicious foreign exchange transaction, the report of credit card sales activities and financial products, as well as monthly mortgage loan report
- Assisted Compliance department to initiate anti-money laundering workshop and participated in advertising work
- Assisted Compliance employees and court officials in the inquiry, freeze and deduction of deposit
- Participated in a walkathon to clean up the Shenzhen Bay Park in Citi's eighth annual Global Community Day with Citi employees, in order to promote the significance of environmental protection and sustainable development, as well as Citi's commitment to serve the community
- Administrative work and daily operation, special focus on review and document upkeep

#### [China Galaxy Securities Co., Ltd., Beijing Financial Street Branch, China](#)

October 2011-December 2011

##### Consulting Department Intern

- Assisted the investment consulting team with exploring all investment values for each client, understanding each client's requirement and preference from client portfolios and creating strategies to meet the clients' financial goals
- Assisted customers with establishing new accounts
- Updated client information, including providing assistance to clients to fill out information forms and data entry
- Worked as receptionist and switchboard operator at front desk, answering incoming calls and visitors' enquires, directed visitors or customers to their destinations, mail keeping and sorting

#### [English Corner Magazine, Beijing, China](#)

April 2011-October 2011

##### Student Leader in Sales Department

- Responsible for the product promotion and advertising in universities which are located in Haidian District, Beijing
- Organized Sales & Promotion teams to performed door-to-door within the campus, and organized training for campus sales team, mainly focus on products introduction
- Offered the subscription, delivery and after-sale service

#### [Euro-me Industrial Source & Service, Shenzhen, China](#)

July 2009-August 2009

##### Administrative Intern

- Developed an understanding of the main products and enhanced the network promotion
- Administrative work and daily operation, including translated companies' materials

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### Professional Profile

- Diligent international student with profound understanding on Chinese culture and brand-new idea on China issue
- Warmhearted listener and communicator who is welcomed by surrounding people and good at develop social relations
- Assiduous team worker who have board interests and has been recognized for excellent job performance
- Motivated, with a strong desire to learn cutting-edge skills and working with challenges
- Language Skills: Native Chinese Speaker, Fluent English, Intermediate Cantonese
- Knowledge of SPSS and STATA statistical software & GIS

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## Education

University of Pittsburgh, Pittsburgh, PA Graduate School of Public and International Affairs (GSPIA) Master of Public and International Affairs; International Political Economy major Relevant Coursework: International Political Economy   Microeconomics   Intermediate Quantitative Methods   International Financial Policy Economic of Development   Financial Practices for Economic & Environmental Sustainability Graduate Certificate in Asian Studies	April 2014
University of International Relations (UIR), Beijing, China Department of Public Management Bachelor of Management; Administrative Management major	2012

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## Research Experience

GSPIA Capstone Seminar: Financing the NGO for development <ul style="list-style-type: none"><li>Learned the basic skill for the financing process of NGOs, including how to seek funding opportunities, elaborating grant applications, negotiating funding agreement, and managing the fundraising process</li><li>Based on specific anti-HIV/AIDS development program, develop fundraising plan and grant writing through team work</li><li>Targeting in Tanzania, further African studies and development policy focused on anti-HIV/AIDS issue</li></ul>	January 2014-Present
China Today: Economy, Technology and People, University of Pittsburgh <ul style="list-style-type: none"><li>Final Research Paper — Third Plenum: Too much Talk, Not Enough Substance</li></ul>	October 2013-December 2013
UIR Scientific Research Competition, UIR, Beijing, China <ul style="list-style-type: none"><li>Project — Improving the Traffic Management for Beijing with the Traffic Demand Management Theory</li></ul>	April 2011-April 2012

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## Volunteer and Leadership Experience

<a href="#">Purposeful Penny, University of Pittsburgh</a> Volunteer <ul style="list-style-type: none"><li>Participated in Purposeful Penny Coffee Fundraiser project in 2013</li><li>Help to initiate different fundraising events in the University of Pittsburgh</li></ul>	January 2013-Present
<a href="#">Center of Metropolitan Study, GSPIA, University of Pittsburgh</a> Volunteer <ul style="list-style-type: none"><li>Write literature review and abstracts of journals focus on metropolitan study</li><li>Input literature review and abstracts to CMS' flagship database, Interactive Bibliography on Metropolitan Regionalism (IBMR)</li></ul>	August 2013-Present
Department of Public Administration, UIR, Beijing, China Representative of Department of Public Administration <ul style="list-style-type: none"><li>Aimed at enhancing students' value and improved campus life, acted as the connection between students and school managers</li><li>Initiated survey in the campus, collected students' personal feeling and suggestion about their campus life and reflect them in the Student Congress</li><li>Assisted professors with the arrangement of academic conferences and speeches</li></ul>	2011-2012
Department of Public Administration, UIR, Beijing, China Student Cabinet Member <ul style="list-style-type: none"><li>Performed administrative tasks for the Dean's Office and other staff</li><li>Responsible for organized entertainment and recreation activities within the campus,</li><li>Served as the coordinator of the Campus Job Fair.</li></ul>	2010-2011