

Yiman Xiao

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OBJECTIVE:

To obtain an internship or full time position

EDUCATION:

State University of New York at Stony Brook

Master of Science

Major: Technological Systems Management (Global Operations Management)

Stony Brook, NY, US

August 2013 – May 2014

GPA:3.6/4.0

Jiangxi University of Finance and Economics

Bachelor of Economics

Major: Finance

Nan Chang, China

September 2009 – June 2013

GPA:3.5/4.0

WORK EXPERIENCE:

Nursing Home Volunteer

- Helped the elderly patients with daily tasks and communication
- Performed interesting programs for the elderly patient

Uniondale, NY

January 2014

Industrial and Commercial Bank of China

Human Resource Department Intern

- Searched and contacted suppliers for material purchase of an internal party
- Accounted participator's information into spreadsheet and arranged transportation
- Scanned confidential documents into electronic filing system and inputted and categorized data for retrieval and review
- Participated in day-to-day operation and answered phone calls

Shang Rao, China

July 2011 – August 2011

Junior and Senior Middle School

Tutor of students

- Prepared the related materials before teaching
- Modified the exercises of the students
- Helped the students with their homework

Shang Rao, China

July 2010- August 2011

Walmart

Promotion sales representative

- Greet customers when they arrived and directed them to merchandise
- Designed promotion activity increased 50% revenue in a month

Nan Chang, China

October 2009

CLUB INVOLVEMENT:

Secretary-general of the Secretary Department of the Student Union

September 2010 – June 2011

Secretary of the Youth League Branch Union

September 2009 – June 2010

AWARDS

"Excellent Graduated Student"

June 2013

"Excellent Student leader"

September 2011

SKILLS

Languages: Mandarin & English

MS office (Word, Excel, PowerPoint), Internet Research