

## **Xin Liu**

1 Pace Plaza, New York, NY 10038  
[Xl66809n@pace.edu](mailto:Xl66809n@pace.edu) · (201)844-3552

### **EDUCATION**

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#### **Master of Financial Management**

(expected graduate in May 2014)

Pace University, Lubin School of Business

New York, NY

#### **Bachelor of Law • Cumulative GPA: 3.55**

**July 2009**

Jinan University, Law School

Guangzhou, China

**Major:** International Politics (International fields)

**Honors:** Jinan University Best Graduate Paper

**2009**

Jinan University Outstanding Student Leader

**2007-2008**

The Vice-President of Student Union in Law School

**2007**

Jinan University Scholarship

**2005-2008**

### **FINANCIAL SKILLS**

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- Have got the accounting qualification certificate (be able to work in bank accounting department). **2010**
- The second prize of the first “Teller Elite Cup” business skills competition. **2010**
- As a financial manager, conducted for accounts up to 20,000,000 RMB (approximately 300,000 dollars) within a year, and provide investment advisers to increase clients’ profit.

### **ORGANIZATIONAL SKILLS**

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- Organized students to carry out academic activities or sports once a month. **2007**
- As a activity assistant in Jinan University 100<sup>th</sup> Anniversary Gala, got the “Excellent Award” title. **2006**
- A volunteer in The First Asian University Athletics Championship, help to prepare the performance area and manage the order.

### **COMMUNICATION SKILLS**

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- Find out potential clients by introducing new investment information
- Figuring out problems and helping clients use the bank account
- Initiated contact with clients, financial manager, accountants to establish strong interpersonal relationships

### **LEADERSHIP SKILLS**

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- Managed administration of responsibilities and assignments for up to three employees
- Inspired students to attend and participate in class activities
- Reconciled conflicts within team members during the Venture Contest in Jinan University **2006**

### **COMPUTER SKILLS**

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- Microsoft Office(Word, PowerPoint, Excel)
- Stat Tools
- Photoshop

### **EXPERIENCE**

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- Guangdong Broadcasting and TV station                      intern; host                      **August 2006-September 2006**
- Industrial Bank Co., Ltd.    job; accountant                      **July 2009-July 2011**

### **LANGUAGES**

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- Fluent in Chinese, Cantonese, English