

Resume

Personal Details

Name: Tian Tian

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Education

Master Degree of MBA (Finance concentration) **2012-2013**
University of Illinois at Chicago

Master Degree in Economics **2006-2008**
University of International Business and Economics

As one of authors of “Impact of Carbon tax on industries in China and Recommendations”, I was invited to take conference of the Forum for Economists International in Amsterdam, Netherlands

Bachelor Degree in History **2000-2004**
Tianjin Normal University

Outstanding Student Scholarship (2002-2003)

First scholarship (2003-2004)

2 times Second scholarships and 2 times Third scholarships (2001-2002)

Certificate

Chinese teaching certificate from Nankai University Code: NKHY2007061

Language

Native mandarin speaking

English

Working Experience

Part-time

Training personal finance advisor in Transamerica **2013-2014**

Appraiser for Oriental Arts Center **2013-2014**

IELTS English Teacher **2004-2009**

Full-time

Dongli Yilinchun Company
Antique & Artworks Investment Department
Manager **2009-2011**

Quality control: Make sure rate of mistake of identification appraisal results less than 1% AS CHIEF ANTIQUE JADE APPRAISER

Achievement: as a new department just founded in 2008, our department sales revenue was 30,000,000 RMB in 2009 from 1 million in 2008.

Team leader: ● *managed the whole procedure of one business* from negotiation to post-service quality feedback

- *Built teams*

- a) Selected team members
- c) Assigned duty to correct person,
- d) Established good relationship with clients
- e) Maintain team moral and motivation

Finance

- Approves high-value/high-risk expenditures;
- Reviews and reports expenditures;
- Verifies processing of cost share transactions;
- Provides data needed for interim and final financial and technical progress reports;
- Participates in efforts to improve research administration including serving on university committees related to research administration.
- Reviews transactions and resolve issues that requires a more complex level of financial understanding such as cost-sharing and effort reporting knowledge;
- Design budget depends on information provided from department managers

Marketing

- *Develop clients* using personal and public relationship and old client relationship

Internal management

- Be Organization, time management, and very detail oriented;
- Multi-tasking, communication is very necessary
- the key aspect, in my opinion, is fair rewards and duty assignment
- Be sensitive to the feedback from employees' conversations and expressions and be a good listener
- ***Budget control and Profit forward***

Human Resources

- Orients new employees
- Provides training to technical and administrative staff in unit regarding project administration
- Responsible for recruitment and providing high quality training to staff, so they can to perform to their maximum potential

Nankai University

EMBA Center, College of Business
Research Administrator, EMBA Club Secretary, Marketing Assistant
2006-2008

● ***Projects Participated:***

Help establish cooperation with:

**SHEN HUA GROUP (Inner Mongolia Company) (神华集团内蒙古分公司) ,
YANGQUAN COAL INDUSTRY (GROUP)CO.,LTD
(山西阳泉煤业(集团)有限责任公司),
Sichuan Hongda Group (四川宏达集团),
And China Bank Tianjin Branch (中国银行天津分行)**

● ***Research Administrator***

- a) Provided administrative leadership and intermediate problem solving in support of unit's research programs and mission.
- b) Supported a portion of activities in a larger unit.
- c) Made sure the fulfillment of all grant and contract and compliance requirements.
- d) Managed overall day-to-day research administration activities
- e) Ensured activities are completed in compliance with associated local, province, national rules and regulations

● ***Recruited EMBA students***

- a) *Extended market* by negotiation with national-owned big enterprises and co-operate with different province governments
- b) Helped open EMBA classes not only in our university location but also some classes in different provinces
- c) *Clients service:* for high quality big client, good and patient and sincere service is very necessary.

General management

- Coordinated with large-scale proposals, collaboration agreements with different provinces partners
- Signed confidentiality agreements, intellectual property agreements or user agreements;
- Managed representation of sub-recipients, cost sharing and administrative costs on a proposal

● ***Managed Club of EMBA***

- a) Created activities, understood and met students needs by creating different kinds of activities
- b) Edited the monthly magazine for all EMBA class fair to report the stories from all classes, and made sure every month magazine topic was attractive enough

- *Taught foreign students Chinese Lessons*

Tianjin Overseas Tourism Company (CITS)
Senior business personal travel department vice-manager 2004-2006

- ***Clients service***

Successfully worked to ensure and maintain customer satisfaction.

- ***Marketing development***

- a) Used high quality of service to win the market.
- b) Necessary cooperation with different provinces travel service companies

Other Achievements:

Interpreter and service for 6th Asia and Euro Finance Ministers Conference (2006)
Social volunteer for community teaching and service for rest home (2001-2004)