Kai Ye

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Summary

A motivated recent business graduate with MBA in finance and diverse experience in research and administrative roles providing diverse operations assistance in fast-paced environments.Possess excellent organizational, analytical, problem-solving, time management, and customer relations skills. Open and clear communicator with demonstrated strategic vision and disciplined execution.

Education

New York Institute of Technology   2014
MBA: **Finance**
New York City, NY, United States

New York Institute of Technology   2012
BBA: **Business**
New York, NY, United States
Obtained degrees by jointing education programs between New York Institute of Technology and Nanjing University of Posts and Telecommunications.

Experience

- Ensured optimal communication /presentation skills, administrative, customer service, marketing, organizing writing and bookkeeping support for the company.
- Streamlined front office operations by organizing files, preparing documents, and distributing correspondence.
- Managed document control by reviewing files, records, and other documents to ensure accuracy.
- Ensure research projects align with company processes, tactical planning, and strategic vision by implementing process improvements.

Work History

China Mobile   June 2012 to August 2012
Administration Assistant (Internship) Purchasing Dept.
Xining, Qinghai

- Taking active part in the projects of the purchasing of the company, including the open bidding;
- Partly participating in follow up in above projects, including dealing with data and connecting with bidders;
- Routine office work.

ICBC (Industrial and Commercial Bank of China)   July 2011 to August 2011
Research Assistant (Internship) Financial Dept.
Xining, Qinghai

- As the main principal, researching and analyzing data for the manager;
- Participating in selling financial products including common funds and bonds .

Technical Skills

Software Skills: Excellent Microsoft Word, Excel, Bloomberg Terminal;
Language Skills: Fluency in English (Speaking, Writing),Chinese(Mandarin);
Financial Skills: Solid knowledge of statements/ratios, strong quantitative/math skills.
Data Searching and Analyzing Skills: Proficient in using financial instruments, software and other sources to collect and analyze data. Several professional and academic financial projects have been done in college.
Driving Skills: Holding valid New York State Driver License.