

MENGJIAO WANG (MILDRED)
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EDUCATION

BRANDEIS UNIVERSITY - INTERNATIONAL BUSINESS SCHOOL **Master of Business Administration**

Waltham, MA
8/2012- 5/2014

Relevant Courses: Investments, Accounting, Marketing Management, Corporate Finance, Operations Management, Financial Statement Analysis, Analyzing Big Data, Managerial Accounting, Operational Risk Management.

CFA Level I Passed

SHANGHAI INTERNATIONAL STUDIES UNIVERSITY

Shanghai, China

Bachelor of Arts in Economics, Concentration in Finance

9/2005- 6/2009

Relevant Courses: Microeconomics, Macroeconomics, Public Finance, Money and Banking, International Finance Management, Insurance, Commercial Banking Management, Investment Banking, etc.

Honors: Academic Scholarship, October 2008; Academic Scholarship, April 2006

EXPERIENCE

WESTWOOD WEAVERS INC.

Charlotte, NC

CEO Assistant (intern)

9/2014-10/2014

- Worked as an accompanying interpreter, including document translation, conference translation, etc.
- Assisted on purchasing fabric samples, connecting with the Chinese factory on fabric production, etc.

CHINA BUSINESS NETWORK CO., LTD

Shanghai, China

Assistant Director (intern)

6/2013-8/2013

- Assisted on editing videos of the TV program on a weekly basis
- Provided interview questions, translated and transcribed conversations of celebrity interviews
- Wrote interview directions, prepared subtitles and collected all the information needed in the production of the TV program

AVIC INTERNATIONAL LEASING CO., LTD

Shanghai, China

Risk Control Associate

5/2009-5/2012

- Calculated the annuity payments and created spreadsheets of each of 200 leasing projects to identify their capital contribution and payout schedule with Microsoft Excel
- Provided clients with resolutions in problems of contracts, payments, and documentation, successfully maintaining the Client Satisfactory Index at 95%
- Presented up-to-the-minute reports of abnormal cash flow return conditions to Risk Control Manager, minimizing potential loss on a daily basis
- Informed clients about their payment schedule, monitoring their cash flow return status by using Enterprise Resource Planning (an operating system used for company's daily operation)
- Collaborated with the Finance Department and Technologists to modify the Enterprise Resource Planning design
- Prepared quarterly and annual reports for the board of directors
- Generated Invoices for all the projects, collaborating with the Finance Department

OTHER

Computer Skills	SAS, SQL (working knowledge of PROC SUMMARY, PROC FREQ, PROC MEANS, PROC SORT, PROC UNIVARIATE as well as some DATA steps like ARRAY, MERGE, SET , etc.
Activities	Microsoft Office Suite, Sony Vegas, Final Cut Pro <i>Secretary:</i> Marketing Department of School Student Union, 2006-2008 <i>Volunteer:</i> Bilingual World Expo, responsible for examining test takers
Languages	Fluent in Chinese and English
Clubs	Adam Smith Society (Brandeis, 2013)