

JINGMEI CHEN

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QUALIFICATIONS PROFILE

Highly talented, results-driven, and seasoned senior executive, with immeasurable success in providing expert advice to a number of organizations on topics such as internal structure and growth issues. Possess stellar reputation in defining clients' needs or requirements coupled with a noteworthy ability to analyze data to advise or recommend innovative solutions. Demonstrate proven effectiveness to work with senior management to implement profitability-enhancing programs to improve business processes' efficiency and productivity while simultaneously reducing costs. Excel at working and establishing positive relationships with people of diverse backgrounds to ensure their utmost satisfaction. Display well-honed ability to multitask in a globally competitive, team-oriented, and fast-paced environment.

KEY STRENGTHS

- Organizational Management and Operations
- Strategic and Tactical Planning
- Outstanding Clients and Employee Relations
- Problem Resolution and Decision Making
- Exceptional Negotiation Skills
- Leadership, Training, and Team Building
- Multimillion-Dollar Budget Management
- Continuous Process and Performance Improvement
- Articulate Oral and Written Communication
- Superior Interpersonal and Presentation Skills

EMPLOYMENT HISTORY

CHINA CIFCO OF AMERICA LLC (CHICAGO BOARD OF TRADE) | CHICAGO, IL, USA

President • May 2012–Present

Direct and coordinate day-to-day operational aspects of the business mainly in areas of human resources, compliance, finance, budgeting, and business development. Allocate budget and analyze accounting records to assess accuracy, completeness, and conformance with reporting and procedural standards. Provide expert advice to parent company's board directors of the US financial market conditions, legal systems, and general business conditions, as well as support due diligence check of potential business partners. Build and maintain long-term quality relationships with CME, National Futures Association (NFA), and other potential partners.

Notable Achievements:

- ▣ Singlehandedly accomplished the company formation and set up the operation in Chicago
- ▣ Rendered high level of assistance to the company in handling a legal action against a breach of contract issue, in coordination with the company's legal counsel and parent company
- ▣ Drove all efforts to seamlessly set up the electronic trading system and operation
- ▣ Appointed as chief compliance officer and principal of the company's registered IB
- ▣ Masterfully led all initiatives for business development and company growth, thus eliminating unnecessary business cost of \$600K

APCO WORLDWIDE | BEIJING, CHINA

Senior Consultant • Nov 2011–Apr 2012

Supervised day-to-day activities of the Leadership Team in Beijing to achieve the highest level of performance. Excelled at providing analysis and advice on Chinese government relations for client and colleagues globally. Displayed unsurpassed management expertise in all facets of internal and client budgets, billings, and staff management to achieve profitability goals.

Notable Achievements:

- ▣ Pioneered the development of the pitch and proposal of Amadeus, thereby gaining consistent monthly profits of \$20K for an annual project
- ▣ Conceptualized business development strategies for global clients, including ETS, Google, Air China, Amadeus, Gap and others
- ▣ Championed in establishing and implementing office and regional strategic business plans toward fulfillment of corporate target goals
- ▣ Exemplified thorough understanding and in-depth knowledge on consultancy business model
- ▣ Gained comprehensive consulting experiences in emerging multinationals, energy/renewable, food and consumer products, financial communications, government relations, aviation and travel, healthcare, transportation, and infrastructure sectors

JLJ GROUP | SHANGHAI, CHINA

Senior Manager • Jan 2011–Nov 2011

Assumed full responsibility in providing clients with through knowledge and operational strategies. Maintained frequent interaction with business partners and facilitated business negotiation and finalizing deals. Established long-term quality relationships with major Chinese commerce chambers in major cities in China. Brought add valued services to multinational company and assisted in the development of business in China.

Notable Achievements:

- ▣ Played a vital role in building a solid foundation for JLJ through business development with all international commerce chambers in Shanghai, China
- ▣ Seamlessly closed major deals including a major beverage producer from Italy, and clean energy deal from Belgium
- ▣ Drove all efforts to design a joint conference between major Chinese commerce chambers and international commerce chambers in Shanghai

ARC CAPITAL MANAGEMENT (COQUEST INC.) | CHICAGO, IL USA

Intern, Financial Advisor–Business Development • Apr 2007–Oct 2008

Spearheaded a team of five to develop their competencies and achieve their maximum level of potential. Presided over monthly online seminars for various Chinese digital media outlets, as well as multimedia promotion seminars for client's education and marketing. Ensured on-time completion and submission of company news, weekly market research, and market trends to both existing and potential clients. Offered direct assistance in maintaining and clearing trade through FCStone, GFT, and ADM. Created favorable public image and fostered positive working relationship with the Chinese media to effectively promote company service.

Notable Achievements:

- ▣ Played a vital role in establishing a joint marketing with Shanghai Exchanges, Dalian Commodity Exchange (DCE), and leading broker-dealers in Beijing, Shenzhen, and Shanghai
- ▣ Demonstrated solid business acumen in establishing strong client base and penetrating market in China, North America, and Europe

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS | BEIJING, CHINA

Marketing Manager • Jan 2004–Apr 2006

Applied dynamic leadership talents, thus obtaining a national recognition for the company throughout Mainland China and Hong Kong and doubling the membership enrollment within a year. Orchestrated annual and monthly events with several Chinese governments, as well as with various departments (All-China Federation of Trade Unions, National Audit Office of PR China, and others), foreign trade organizations (American Chamber of Commerce, British Chamber of Commerce), local Chinese companies and international companies (PwC, KPMG, Deloitte, Ernest Yong, and others).

Notable Achievements:

- ▣ Earned distinction for compiling and distributing company press releases to more than 200 national and international media organizations
- ▣ Exhibited superior talents in organizing national press conferences, coordinating special events, and completing reports for company chief executive officers, directors, and key members

PRIOR WORK EXPERIENCE

Editor • CHINA CENTRAL TELEVISION (CCTV) | BEIJING, CHINA: Jul 1999–Jan 2004

EDUCATION

Master of Business Administration in Marketing and Finance: 2008 • UNIVERSITY OF ILLINOIS, CHICAGO, IL, USA

Bachelor of Arts in Chinese Study and Journalism: 1999 • HEILONGJIANG UNIVERSITY, HARBIN, CHINA

CREDENTIALS

Chartered Financial Analyst (CFA) Level 2: Candidate (Jun 2014) | Chartered Financial Analyst (CFA) Level 1: Passed
Series 3: Commodity Broker Certificate | Series 7: Security Broker Certificate

PROFESSIONAL AFFILIATION

National Futures Association

ADDITIONAL PROFICIENCY

Technical Skills: Microsoft Office Suite and HTML | **Languages:** English, Mandarin Chinese, French, and Spanish