

Mengtong Zhang

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EDUCATION

Indiana University Kelley School of Business, Bloomington, IN

December 2013

Bachelor of Science

Major: Information and Process Management & Marketing & Supply Chain Management

GPA: 3.119 (Information & Process management: 3.425)

EXPERIENCE

Great Wall Securities Co., Ltd. ---Beijing Branch

July 2012 – August 2012

Customer Manager

- Communicated and interacted with VIP customers
- Established Excel Macros to automate the process of generating various reports and analyzing the customer data, saving approximately two hours each week
- Researched and Analyzed for the information about financial products in different countries
- Launched financial products in bank site and communicated with customers

Assistant of Chief Financial Analyst

- Checked the accuracy of the portfolio
- Designed the newsletter for customers under different segmentations based on CFA's analysis
- Analyzed database for qualified customers by using Excel Macros and sent out different newsletters

ACTIVITIES

Indiana University Bloomington- Bloomington, IN

Supply Chain and Operation Management Association (SCOMA)

September 2012 – December 2013

Member

- Participated in events and learned from others' experiences
- Enhanced the professional knowledge of outsourced manufacturing and distribution, logistics management, tracking technology, warehouse management, and emergency management

K201 Peer Tutor

September 2011- December 2011

- Assisted Professor in teaching Access and Excel skills in class and review sessions
- Provided the best technical solutions to assist students after class
- Enhanced the modeling, data analyzing and decision making skills of students

International Orientation Volunteer

July 2011- August 2011

- Prepared orientation documents and received the award for best efficiency
- Presented IU resources, opportunities and expectations for international students
- Provided directions and assistance, Answered questions and conducted tours for international students

Green River Community College –Auburn, WA

September 2010- December 2010

BNUZ Program Leader

- Held events and managed BNUZ students with Vice President and advisors of GRCC
- Interacted and communicated with students to deal with potential problems
- Technically assisted students to find and gain experiences on tutoring

Beijing Normal University Zhuhai Campus– Zhuhai, China

December 2008-September 2009

Leader

- Collected and analyzed data on over 100 students with extensive utilization of Excel
- Facilitated the communication between students and instructors, collected and analyzed information
- Held events with President of International Business College for students who join study abroad program

SKILLS/INTERESTS

Mandarin *Microsoft Office*Visual Studio *SPSS * SQL *Oxygen Developer *InDesign *Photoshop * SAP* UML