

Yifan Cao

444 East 86th Street Apt 10E, New York, NY 10028

ccao1991@gmail.com

(413) 672-8158

WORK EXPERIENCE

Trainee

September 2013-Present

Training Programme, **Sotheby's**

New York, NY

- Worked closely with Mee-Seen Loong (Vice Chairman of Asian Art) to implement a highly successful exhibition of Contemporary Chinese Ink Paintings during Asia Week 2014
 - Managed global logistics, client relationships and communications
 - Liaised with Chinese artists and catalogued paintings
 - Assisted with gallery layout, catalogue production, photography and marketing
- Provided language support during Asia Week, liaised with Chinese clients, and facilitated long-term client relationships
- Coordinated the paddle pre-registration process for the Impressionist and Modern Art Evening Sale and Contemporary Evening Sale in November 2013
- Assisted post-sale managers with managing purchaser activity by directly working with clients to answer inquiries, issue invoices, collect payment and release property
- Thoroughly trained in key operations departments, including:
Client Services, Post-sale Services, Central Receiving and Shipping

Summer Intern

Summer 2011

Chinese Works of Art Department, **Christie's**

New York, NY

- Assisted specialists in researching the provenance and authenticity of properties
- Provided daily administrative support in the department including managing inquiries and preparing correspondence, auction and appraisal listings

Independent Research: Zhang Xiaogang & the Chinese Contemporary Art Market

- Researched the development of the Chinese contemporary art market
- Interviewed artists, collectors, gallerists, advisors and art fund managers. Presented final research paper to Williams College's Art History department

Private Equity Summer Analyst

Summer 2012

China Construction Bank International

Beijing, China

- Helped design preliminary leveraged buyout financing structures. Performed competitive analysis of buyout targets

Summer Analyst

Summer 2010

Private Banking, **Deutsche Bank**

Beijing, China

- Cultivated relationships with a group of clients and introduced QDII products to them

EDUCATION

Williams College, Williamstown, MA

GPA (Majors): 3.33/4.00

Graduated in June 2013 Bachelor of Arts in **Art History**

SAT: Verbal 780, Math 780

LANGUAGES

Fluent in English. Native Mandarin Speaker