

YANWEN XU

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EDUCATION

Master of Business Administration	New York Institute of Technology, NY, NY	Dec 2013
Bachelor of Business Administration	New York Institute of Technology, NY, NY	May 2012

RELEVANT EXPERIENCE

Harvard Management Associates Inc, New York, NY **August 2013 – January 2014**

Financial Analyst Internship

- Reviewed financial statements and analyzed sales revenues, costs, expenses, and tax rates for client companies
- Developed detailed spreadsheets to identify trends and develop forecasts
- Conducted quantitative analysis of financial data to forecast revenue, identified future trends, and assess risk

TLT & J ENTERPRISES, LLC, New York, NY **October 2012 -- July 2013**

Accounting Assistant

- Managed accounts payable, accounts receivable, and payroll departments
- Generated budgets and forecasts on a quarterly basis and presented to the management team
- Reported on variances in quarterly costing reports
- Prepared annual company accounts and reports

Universal Processing, LLC, New York, NY **December 2011 – September 2012**

Sales Representative/Customer Service

- Responded to over 150 telephone calls per day from customers with diverse needs and personalities, skillfully resolving complex issues with professionalism and diplomacy
- Collaborated with management team to analyze customer satisfaction levels and institute a program to guide and motivate financial advisors to improve level of service. Increased customer satisfaction scores by 4% within two months of program implementation
- Closed eight-twelve deals each months and maintain previous customer relationship

New York Institute of Technology, New York, NY **January 2013-May 2013**

Broadridge Challenge

- Analyzed financial project of **Broadridge**, included SWOT (Strength, Weakness, Opportunity, Threat)
 - Compared Broadridge with Boardroom by DST System Inc. about financial performance like ROA, ROE, ROI, net profit margin, operating margin, and cash
 - Analyzed strategic fit, acquisition strategy, acquisition price, EPS contribution of Boardroom to Broadridge.
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SKILLS

Bilingual in English and Mandarin
Proficient in Microsoft WORD, EXCEL & OUTLOOK
Adobe Photoshop