

Xiao Tian

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OBJECTIVE:

To obtain a manager and business consultant position and utilize my experience, knowledge, skills and abilities for successful completion of each job duty. I look forward to use my skills to help your company achieve its objective and continuous growth.

QUALIFICATIONS:

- Excellent personal adaptability, creativity and motivation with a proven ability to work in a multi-cultural and diverse work force, independently, often worked with different teams during college
- Energetic, aggressive, self-motivated, dependable, strong determination, ability to handle emergency situations, willing to contribute personal time to work
- Ability to analyze situation accurately and comprehensively with leadership quality
- Strong communication ability and interpersonal skills
- Multilingual: Fluent in English and Chinese (Mandarin, Cantonese)

Areas of Expertise

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| ▪ Market Research | ▪ Policy Research | ▪ Executive Management |
| ▪ HR Management | ▪ Project Management | ▪ International Community |
| ▪ Business Management | ▪ Publicity Planning | ▪ Data Analysis |
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EXPERIENCE:

Volunteer as Math Tutor, Accounting Tutor, Translator-Jan 2012 to Dec 2013

Sacramento City College, CA & California State University, Sacramento, CA

PricewaterhouseCoopers(PwC). Risk & Controls Assurance Intern (SZ, China)-Dec 2008 to Feb 2009

- evaluating of credit rank and analyzed corporations' financial tables
- Optimized customers' system, processed and protected assets value
- Customized specific strategy to avoid exist and potential risk to companies

Volunteer As Translator, The 29th Olympic games (BJ, China)-July 2008 to Aug 2008

HKC Property Management Company, Ltd. International Business Sales Department Intern (SZ, China)-May 2008 to July 2008

- Collect customer's feedback analyzed, to build new marketing plan, and marketing research.
 - Gathered information on the direct labor costs, direct marketing strategy, and applied strategy for the sales department. Build new marketing plan by finding **SPI** of different zip code.
 - Analyzed problem area as organization, personnel and equipment utilization and functions, system, procedures, and policies to determine needed modifications or improvements.
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EDUCATION:

B.S in Business Administration, Major: General Management, 2013

California State University, Sacramento, CA