

Stella Cui

144-45, 35th Ave. Flushing, NY 11354

Phone: 347-651-8097

Email: stellachoi712@gmail.com

Education Background

- 2008-2012 Yanbian University of Science and Technology (English major, International Business minor)
- 2005-2008 No.1 Tie Lu High School
- 2002-2005 No.3 Tie Lu Middle School

Language Level

- Excellent in Mandarin and Korean
- Good at English speaking, listening and writing
- Pass TEM-4 and TEM-8 in China

Computer skills

- Mastery of Microsoft Office Software (Word, Excel, PowerPoint&Outlook)
- Skilled in ERP&GHRM system

Work Experience

2012.06~2012.10 Wall Street English Shanghai

Position: Study Advisor

Responsibilities and Achievements:

- Teaching and implementing WSE method
- Managing students' course, doing follow-up work
- Helping students renew their course
- Doing weekly report and work summary

2012.10~2013.10 Mando China Holdings

Position: Investor Relations

Responsibilities and Achievements:

- Preparing regular board meetings
- Adjusting Roadshow itinerary and doing follow-up work
- Responsible for company's Initial Public Offering on HKEx, doing assistant work for company CEO, CFO and Board of Directors
- Attending Investor meetings, managing Investors site visit
- Managing company website
- Budget control and management

Personalities&Interests

- Honest, Cooperative, Positive, Prudent, Easy-going
- Reading, Hiking, Writing, Internet surfing