

# YIWEI JIA

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## Education

**Colby-Sawyer College**

New London, New Hampshire

Bachelor of Science in Business Administration, Class of 2014

## Aegis Capital Corporation

New York, New York

*Investment Associate-*

May, 2014-Present

- Worked directly with Senior Vice President of Investments to analyze market conditions, sector dynamics and company valuations for strategic portfolio management.
- Analyzed daily institutional research reports and financial statements, to assess and verify the price target assumptions.
- Prepared financial documents for project managers, analysts, and departments engaged in cost control.

## Huatai Securities Brokerage Service

Shanghai, China

*Business Operations Assistant-*

May-August, 2013

- Recruited new investors, and upgraded trading accounts, both margin and cash.
- Took part in mock developments of investment strategies
- Addressed investor inquiries and conducted call backs to ensure satisfaction and account security
- Inspected regular trading transactions via Excel and performed quality control. Ensured contracts and uploaded data.
- Modified existing Excel spreadsheet to accommodate present and past investment contracts

## Advertising Interdependence Co. Ltd

Shanghai, China

*Project Executive Assistant-*

May-August, 2012

- Analyzed current marketing situation and developed marketing proposals for companies
- Collaborated with clients and marketing team to manage content design and editing
- Updated and maintained official website and twitter accounts for company
- Managed guests invitations, site preparations, reception details for elaborate company marketing event

## Campus/Community Activities

### • Senior Capstone Project: Everest Airlines

Lead to achieve the best performance of the competition (highest stock price, net profit, total revenue)

Created and analyzed company financial statements to ensure quarterly goals were reached

Supervised and set up marketing campaigns and strategies via video advertisement and social medias

### • Cross Culture Club Publicity—(Sep, 2012---May, 2014)

Poster design, group meeting organizing, publicity and organization of annual international festival

### • Transmit Childhood Voluntary Teacher (Team Leader) - (May-August), Dingxi, China

### • Cross Society of Shanghai- Member- (May, 2008 to present, China)

Assisted in blood donation activities as well as elementary school education programs

## Skills:

Fluent in Mandarin

Comfortable with Microsoft Excel, Microsoft Powerpoint, Access