

# **Xu (Sara) Ding**

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## **Career Objective**

Senior International Business student at San Francisco State University with professional business analytical skills and data research skills, pursuing business analyst and associate analyst position.

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## **Education**

- San Francisco State University
  - Bachelor of Business Administration in International Business (expected June 2014)
  - Related classes: Seminar in the Environment of Business, Seminar in Business Policy and Strategic Management, Doing Business in Emerging Markets, Seminar in Comparative Management, International Business and Multicultural Relations, Import-Export Management and Small Business Operations, International Environmental Analysis, Global Strategic Management, and Global Entrepreneurship
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## **Experience**

### **Shandong International Contractors Association, Jinan, Shandong, China Summer 2013**

#### ***Manager Assistant***

- Maintained customer information database and improved the system function
- Provided counseling service to the prospective customers for the international business needs
- Conducted research on the financial performance of the contracting customers and filed auditing report based on regulatory compliance requirement

### **Neways English Training Institution, Jinan, Shandong, China Summer 2012**

#### ***Teaching Assistant***

- Provided customer service including phone consultation, meeting arrangement, discussion coordination, and customer feedback collection.
  - Counseled and assisted potential customers to choose the right product and service packages.
  - Identify classroom issues and made suggestions on improvement
  - Tutored students who had challenges to meet the education goals to improve their English reading, speaking and writing skills.
  - Developed an innovation corner to improve students' interest and classroom interaction activities, e.g. making manual paper models.
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## **Skills**

- Fluent in Mandarin Chinese (Native Speaker)
- Advanced English communication skills

- In-depth business knowledge and international business experience
- Great team player
- Empowering leader with vision and passion
- Advanced software skills, e.g Microsoft Office, Excel, PowerPoint, Google Doc, Photoshop, and etc.
- Advanced analytical skills
- Advanced economy data research skills

### **Hobbies and Activities**

- Practice currency trading by using demo FXCM trading platform
- Participated in student clubs activities
- Volunteered in Church