

## **JING TANG**

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140 Upland Terrace, Bala Cynwyd, PA, 19004

### **Education:**

#### **Saint Joseph's University, Haub School of Business, Philadelphia, PA**

Master of Science in Financial Service

*May 2014*

#### **Sichuan Normal University, China**

International Economics and Trade

Bachelor of Economics

*June 2012*

### **Experience:**

#### **Take CFA Level 1 examination**

*June 2014*

#### **Ee shop, Sichuan, China**

*January 2013 -- Present*

Founder of Ee shop shopping web center.

- Create content, manage oversea sales, logistics and customer services operation; Supervise social media efforts; Design promotion details.
- Manage social media markets efforts through popular Chinese social media like Micro-Blog and Wechat.

#### **Telephonic Research Operation, Philadelphia, PA**

Phone Researcher

*February 2013 – May 2014*

- Contacted 150 customers per hour to determine business and home status. Collected data for marketing research.

#### **Bank of China, Sichuan Province Branch, Chengdu, China**

Auditor of Personal Credit

*January 2012 – March 2012*

- Reviewed at least 100 new personal credit contract per day. Contacted the loaner to verify the truth of their information and approved or rejected their loan contract by compare their answer with the information recorded.

#### **Bank of China, Chenghua Branch, Chengdu, China**

Credit management Intern, the Credit Department

*July 2011 – December 2011*

- Interviewed at least 5 customers per day, guided customers to do the investment preference form; Assisted in the design of loan contract and guide customers to sign crucial documents.
- Investigated Real Estate company which applied for Company credit, wrote Project analysis report including company history, new program location, state of competition and presell situation.

#### **Guangyuan Forest Bureau, China**

*June 2009 – August 2009*

Manager assistant in working office

- Responsible for uploading valuable information to the official website. Prepared the meeting and assisted with travel arrangement.

### **Academic Award**

- Merit Students of School *2010,2011*
- The scholarship of Sichuan Normal University *2010,2011*
- Social Work Prize Scholarship *2009*
- Outstanding Student leader *2009*

### **Skills**

- Chinese Mandarin and English
- Microsoft Office Word/ Excel/ PowerPoint