

## Mengtong Zhang

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### Permanent Address:

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### EDUCATION

#### **Indiana University Kelley School of Business, Bloomington, IN**

December 2013

Bachelor of Science

Major: Information and Process Management & Marketing & Supply Chain Management

GPA: 3.119 (Information & Process management: 3.425)

### EXPERIENCE

#### **Great Wall Securities Co., Ltd. ---Beijing Branch**

July 2012 – August 2012

*Customer Manager*

- Communicated and interacted with VIP customers
- Established Excel Macros to automate the process of generating various reports and analyzing the customer data, saving approximately two hours each week
- Researched and Analyzed for the information about financial products in different countries
- Launched financial products in bank site and communicated with customers

*Assistant of Chief Financial Analyst*

- Checked the accuracy of the portfolio
- Designed the newsletter for customers under different segmentations based on CFA's analysis
- Analyzed database for qualified customers by using Excel Macros and sent out different newsletters

### ACTIVITIES

#### **Indiana University Bloomington- Bloomington, IN**

*Supply Chain and Operation Management Association (SCOMA)*

September 2012 – December 2013

*Member*

- Participated in events and learned from others' experiences
- Enhanced the professional knowledge of outsourced manufacturing and distribution, logistics management, tracking technology, warehouse management, and emergency management

*K201 Peer Tutor*

September 2011- December 2011

- Assisted Professor in teaching Access and Excel skills in class and review sessions
- Provided the best technical solutions to assist students after class
- Enhanced the modeling, data analyzing and decision making skills of students

*International Orientation Volunteer*

July 2011- August 2011

- Prepared orientation documents and received the award for best efficiency
- Presented IU resources, opportunities and expectations for international students
- Provided directions and assistance, Answered questions and conducted tours for international students

#### **Green River Community College –Auburn, WA**

September 2010- December 2010

*BNUZ Program Leader*

- Held events and managed BNUZ students with Vice President and advisors of GRCC
- Interacted and communicated with students to deal with potential problems
- Technically assisted students to find and gain experiences on tutoring

#### **Beijing Normal University Zhuhai Campus– Zhuhai, China**

December 2008-September 2009

*Leader*

- Collected and analyzed data on over 100 students with extensive utilization of Excel
- Facilitated the communication between students and instructors, collected and analyzed information
- Held events with President of International Business College for students who join study abroad program

### SKILLS/INTERESTS

Mandarin \*Microsoft Office \*Visual Basic \*SPSS \*SQL \*Oxygen Developer \*InDesign \*Photoshop \* SAP\* UML