Zhongwei Chao (Jack)

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Education

- Rider University, NJ, US
  Master of Accountancy   09/2011- 05/2014 GPA:3.51
- Jiangxi University of Finance and Economics, China
  Master of Business Administration （Concentration: Marketing） 09/2006-01/2009 GPA:3.45
  Bachelor of Science in Business Administration   09/2001-07/2005

Working Experience

SAFDAR, C.P.A. Firm, Ewing, NJ   01/2013-03/2013
Accounting Intern

- Processed and prepared payroll tax returns.
- Reconciled bank accounts.
- Recorded accounting information by using Quickbooks.

Chartis Finance of AIG, NYC   08/27/2012-12/31/2012
Accounting Intern

- Checked client's reinsurance contracts. Prepared quarterly activity summary sheet and premium/loss statement.
- Calculated the quarterly interest payment for each contract.
- Prepared quarterly reports for each contract.

Moore Library of Rider University, NJ, US   09/2011-08/2012
Librarian Aide

- Made tutorials by using Adobe Captivate; Assisted professors to do research.

Jiangxi Post Saving Bank, Jiangxi, China   01/2009-08/2011
Assistant Sales Manager

- Built and maintained the relations with fund companies and insurance companies. Shared financial market information and set the sales plan with those companies
- Trained the sales person to let them know the features of each financial product.
- Managed the sale process to achieve the sales goals and collected the sales data.
- Prepared daily, weekly, monthly profit analysis, and reported to director.
- Carried out Customer needs survey, and ensured outstanding customer satisfaction.

Kaimai Management Consulting Firm, Hanzhou, Zhejiang, China   06/2008-11/2008
Market Research Intern

- Supported development of survey questionnaire, survey design.
- Data collection and analysis.

Core Skill

Client Relations •Communication and Presentation •Data collection and analysis •Market Research
Adobe Captivate• Proficient in Excel •Quickbooks