

# Michelle Ma

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## **Academic Backgrounds**

**Missouri State University** (AACSB) Springfield, MO, USA 12.2014

Master of Business Administration (MBA), GPA 3.0

- Concentration in General Management, courses including Marketing, International Finance, Quantitative Methods, Accounting, etc.

**MBA Project:** Analysis study to improve business for four restaurants 11.2014

Created and presented the analysis results and a customized marketing plan. Achieved a score of 96 out of 100.

**Dongbei University of Finance and Economics** 07.2013

Surrey International Institute, Dalian, China

Bachelor of Business Management (multinational corporation management)

- Majored in International Business, courses including Marketing, Statistics, logistics, Accounting, Macro/Microeconomics, etc.

**Honor:** Progressive commendation academic year 2010/2011, fall semester

## **Experiences**

**Clothing online store** 11.2012- 12.2014

Accountant & Cashier

- Scrutinizing and cashing the check, draft issued to the enterprises
- Verifying vouchers with international clearing
- Operating the loan accounting business

**People's bank of China** 06.2012- 08.2012

**ZhangWuXian branch operating department**

President Assistant

- Providing direct administrative support to president
- Scheduling meetings and appointments
- Arranged the Expo event affairs through Gantt chart to make it meet the deadline

**Tingting Skin Care Center** 06.2011- 08.2011

Administrative Assistant

- Identified special promotion needs of customers
- Analyzed data of clients by Excel

**Jinfuren photographic studio** 06.2010- 08.2010

General Manager Assistant & Event Project Associate

- Executed planning and construction of 50% part of the studio event
- Maintained social network for the studio

## **Activities**

**Tennis association vice-chairman** 09.2011- 09.2012

- Organized The first university cup tennis match
- One of the organizer of Dalian university tennis match

**Volunteer work for free blood donation activity** 07.2010

## **Skills**

- PC & Mac; MS Office (Word, Excel, PowerPoint, Visio, Project), Prezi, SAS, SPSS
- Chinese (fluent native speaker), English (excellent), French (basic)