

JIABAO ZHANG

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Summary

Enthusiastic and goal focused with interest in Finance Service who has achieved success in a variety of roles with increasing levels of responsibility in **Alternative Asset Investment Management Securities, LLC**. An effective communicator and team builder with strong analytical, management and organization skills.

Education Background

BBA, Professional Finance
University of North Alabama

Aug 2010 to Dec 2013
Florence, AL-United States

Experience

Alternative Asset Investment Management Securities, LLC.

Feb 2014 to April 2014

Hedge Fund Cap Intro Internship

- Contact management/internet based research
- Assist on development and execution of special events
- creating marketing presentations using Word and PowerPoint
- Maintaining client and investor records
- Conducting research on hedge fund managers
- Perform statistical analysis for clients
- Assist in the creation of due diligence documents
- Other administrative and marketing support tasks

MetroPCS. Inc

Jan 2014 to Now

Sales Representative (Part-time)

Walt Disney World Resort

Aug 2013 to Jan 2014

General Teller/ Seater (College Program)

Skills

- Proficient in Excel, Access, Power Point, Word, and Outlook
- Bilingual in Chinese – English
- Problem solving and decision making skills
- Excellent interpersonal, collaboration and communication skills
- Excellent time management and organization skills

Leadership Experience

Student Government Association (Senator)

Fall 2011 semester

Disney Explored Leadership

Fall 2013 semester