

# Xiao Tian

6013 JefJen Way, Elk Grove, 95758, CA  
Phone: (916)-806-1365. xtiat@yahoo.com

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## OBJECTIVE:

To obtain a manager and business consultant position and utilize my experience, knowledge, skills and abilities for successful completion of each job duty. I look forward to use my skills to help your company achieve its objective and continuous growth.

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## QUALIFICATIONS:

- Excellent personal motivation with a proven ability to work in a strong team concept environment, and work independently Dependable, strong multi-tasking skill, focused, emotionally stable, ability to handle emergency situations, willing to work long hours in order to meet team deadline
- Highly organized, with great attention to details
- Ability to examine situation accurately and effectively with excellent analytical skills
- Multilingual: Fluent in English and Chinese (Mandarin and Cantonese)

## Areas of Expertise

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|-----------------------|-----------------------|------------------------|
| ▪ Investment Analysis | ▪ Project Management  | ▪ Brand Identity       |
| ▪ Data Analysis       | ▪ Business Consulting | ▪ Problem Solving      |
| ▪ Financial Analysis  | ▪ Market Research     | ▪ Technology Execution |

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## EXPERIENCE:

Good Dog Day Care, Inc. **Business Consulting Intern (Fremont, CA)**- Feb 2013 to May 2013

- Gathered information on the direct labor costs, direct marketing strategy, and applied strategy for the sales department and computed an allocation rate for each cost using production labor as the allocation base. Build new marketing plan by finding **SPI** of different zip code
- Analyzed problem area as organization, personnel and equipment utilization and functions, system, procedures, and policies to determine needed modifications or improvements.

HKF Light section Building, Inc. **Finance Intern (SZ, China)**- Jun2010 to Sep 2011

- Performed standard costing analysis on the manufacturing process; finding were used to make better production, out sourcing and engineering decision by providing a more accurate understanding of product and task specific cost

PwC. Risk & Controls Assurance Intern (SZ, China)- Nov2011 to Jan2012

- Identified the risk organization faces
- Optimized customers' system, processed and protected assets value
- Customized specific strategy to avoid exist and potential risk to companies

Volunteer As Translator. **The 29th Olympic games (Beijing, China)**, July 2008 to Aug 2008

Volunteer Services for **Sichuan Wenchuan Earthquake (Shenzhen, China)**, May 2008

- Organized donation event for rescue earthquake victims

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## EDUCATION:

**B.S in Business Administration, Major: General Management 2013**

California State University, Sacramento, CA