LI JIANG

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EDUCATION

DePaul University, Kellstadt Graduate School of Business, Chicago, IL   June 2014
Master of Science in Finance
- GPA: 3.58/4.0
- Courses taken: Portfolio Management, Financial Statement Analysis, Quantitative Methods, Investment Analysis, Risk Management, etc.

University of Shanghai for Science and Technology, Shanghai, China   June 2011
Bachelor in Finance
- GPA: 3.61/4.0
- Members in Propaganda Department of Student Union   October 2008 – June 2009
- Master planner of Excellent Project in University Students Research Program (Team Prize)   April 2009

EXPERIENCE

American President Lines Ltd., Chongqing &Hong Kong, China and Singapore   September 2011 – July 2012
Financial Analyst of Account Receivables, Finance Department
- Maintained a list of key contacts for each account.
- Prepared and organized documentation necessary to collect payment.
- Followed-up to ensure all actions are completed in order for payment to be made.
- Identified causes for nonpayment and communicated problems for corrective action to be taken.
- Contacted customers regarding past due accounts.

HSBC Bank, Shanghai, China   September 2010 – June 2011
Anti Money Laundering Intern, Compliance Department
- Performed day-to-day monitoring and review of AML, OFAC and HM Treasury alerts relating to deposit account activity, and consulted with Compliance staff to resolve potential OFAC matches.
- Developed and promoted risk-based tools and maintained the AML related database for the Bank.
- Monitored alert reports and provided metric reporting.

China Everbright Bank, China   Summer 2009 & Summer 2007
Summer Intern of Banking Assistant
- Responded to various banking request from clients, such as opening an online banking account.
- Responsible for processing customer transfers, such as deposit account and credit transactions.
- Provided proper assistance to loan clients, in person and by the telephone.
- Created regular survey and report of client satisfaction by mail and telephone follow up.

China Merchants Bank, Shanghai, China   October 2008 – January 2009
Credit Card Sales Representatives on campus
- Formulated action plans and schedule to reach goals and to make a list of necessary contacts
- Established and maintained credit card materials relating to student sales and knowledge of current types of credit cards
- Made preparations of paperwork and made sure costumers can apply credit card successfully

ACTIVITIES

-----DePaul University-----
Chinese-American Language Partnership   Oct 2012 – Present
Language mentor
- Guide students majoring in Chinese to practice their Chinese language and relay student progress to professors.

-----University of Shanghai for Science and Technology-----
Campus Coffee Bar (Winner of Team Project)   May 2009 – Jan 2011
Accounting Manager
- Systematized bidding documents including financial plan and bid the sponsorship program successfully
- Evaluated and priced for our products
- Directed action plans and scheduled the cash flow process
- Organized accounts and budgets

Campus Water-supply Department   Oct 2008 – Jun 2009
Finance Manager
- Systematized the cash flow process and established action plans
- Coordinated accounts and budgets

-----Volunteer-----
Volunteer Organization of Chongqing, China   Mar 2011 – Jun 2012
World Expo 2010, Shanghai, China   Sep 2010 – Oct 2010
Excellent Volunteer Award
Volunteer Organization of Shanghai, China   Nov 2008 – Dec 2010

AWARDS AND SCHOLARSHIP

-----University of Shanghai for Science and Technology-----
2nd Class Excellent Student Scholarship (Two Times)   2008 – 2009
3rd Class Excellent Student Scholarship (Four Times)   2009 – 2011
Special Scholarship for Excellent Social Work   Nov 2010
Student Leadership Award   Nov 2010
Special Scholarship for Campus Culture Construction   Apr 2011

SKILLS

CFA Level II Candidate
Computer skills: C Programming, Microsoft Office, Photoshop, and Dreamweaver
Languages: Chinese (Mandarin) and English