

Xiaoshu Zhang

4819 Clark Ln Apt 102 · Columbia, Missouri 65202

· 573-777-2407 · xzkdd@mail.missouri.edu

EDUCATION

University of Missouri-Columbia

Bachelor of Business Administration

Emphasis: Finance and Banking; Economics

GPA:3.1/4.0

Graduation date: Dec 2013

Language: English and Chinese (Mandarin)

WORK EXPERIENCE

PedNet Coalition

Columbia, MO

Marketing and Funding Internship

June 2012—August 2012

- Expanded customer base through sales techniques
- Planned and executed advertising strategic plans
- Contacted clients and collected information
- Introduced the bike classes in the program

Industrial and Commercial Bank of China

Nanking, China

Finance and Banking Internship

May 2011—August 2011

- Managed clients files and took detailed records of transactions
- Made bank related transactions with clients
- Executed business and financial plans through intermediaries and clients
- Analysis of performance and target data derived from various databases

LEADERSHIP & ACTIVITIES

Study aboard Leadership Program

Nanking, China

Sharing study aboard experience

July, 2011—August, 2011

- Organized 20 students to share experience with 300 high school students
- Build college study plans for prospective students

Association of Chinese students and Scholars Columbia, MO
Secretary Jan, 2010—May, 2010

- . Implemented new service strategies for students
- . Checked email and updated reports
- . Event planning
- . Solved life problems for students on campus

Food Bank Columbia, MO

- . Volunteer August, 2012---December, 2012

HONORS

Dean's List 2/4 Semester

Xiaoshu Zhang
4819 Clark Ln Apt102
Columbia, MO 65201
April, 2014

Xtratech LLC
University of Missouri-Columbia,
Columbia, MO 65201

Dear sir/ Madame:

I was an undergraduate student at the University of Missouri-Columbia, and my major is business administration in the area of Finance and banking and Economic. I am currently under OPT visa, and am looking for a sponsoring employer who would like to submit a petition for my H1b status change before the expiration of my OPT. I am located at Columbia, Missouri, but I would like to move to Jersey City for working. I am writing to you to express my interest in a full time position of Office Assistant with Xtratech LLC. My academic and previous work and internship experience make me the perfect candidate for the department.

Through my business, finance, and economic course, I have developed strong skills in the area of analysis, assistant, and management and look forward to the chance to further develop my skills through a full-time job experience in your healthy and active department. My previous experience in the financial field includes an internship as an assistant in Industrial and Commercial Bank of China which is the largest bank in China. I also worked for PedNet Coalition as an internship, and my position is marketing and funding. In the PedNet Coalition, I researched companies with strong bike commuting programs to find hard data on the financial benefits of bike commuting programs for employers. These

benefits are reflected in reduced health care cost, improved employee productivity, reduced parking costs, and tax savings. I hope I could be a member of your department to develop your operating budget and to achieve departmental goals. And I believe that my professional experiences, global background, and business education will be a valuable asset to your department.

I would welcome the opportunity to talk to you further about my experience, qualifications, and interests as well as to hear about the employment opportunities within your department. I can be reached at (573)-777- 2407 or at xzkdd@mail.missouri.edu. Thank you very much for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Xiaoshu Zhang