**Ziqian Gao**

**Current Address: Permanent Address:**

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**INTERNSHIP**

**China, Beijing**

**China Fortune International Trust CO., LTD**

**Internal Audit Department** July 2013--- August

2013

* Manage customer and contracts database
* Contracts audit and statistic

**China, Beijing**

**China Guangfa Bank**

**Assistant Manager Intern** May 2013--- June

2013

* Create customer database for customer relationship management
* Make meeting agendas and minutes
* Financial product sales

**EXPERIENCE**

**Sicheng Build Dream Preparatory Committee**  June 2011---August 2011

*Volunteer*

* Helping deaf-mute school with occupational development
* Raise money for deaf-mute school

**2010 Shanghai Expo –In China**  June 2012

*Volunteer*

* the volunteer of 2010 Shanghai Expo
* An interpreter for the foreign visitor

**SKILLS/INTERESTS**

* Project management
* Stock Analysis
* Business process design
* Teaism