

Contact address essay examples

[Business](#), [Marketing](#)



Résumé

P. O. Box:

DOB: 04/10/1990

Career Objective

Education Background

New York University, College of Arts and Science New York, NY

B. A in Mathematics and Economics, Sept 09 - Present

Current GPA: 3.4 / 4.00

Relevant Courses▪ Statistics▪ Discrete Mathematics

■ Macroeconomics ■ Money and Banking ■ Combinatorics ■ Corporate Finance

Work Experience

CITIC Securities Beijing, China

Intern, Investment Banking Department May 12 - Aug 12

- Created financial documents index and copied files
- Financial Data Extraction and Integration
- Prepared Petroleum and petrochemical industries research report, IPO instruction and legal documents

ESK Capital Management New York, NY

Manager Assistant Jun 10 - Dec 10

- Customized investment portfolio on various investable asset classes.
- Researched on various companies to develop prospective clients.

BASE NYC Event-planning and Marketing Company New York, NY

Marketing Promoter Jun 10 - May 12

- Successful production of events for MTV, ImaginAsian TV
- Improvement of client contacts in the entertainment industry

China Resources, Real Estate Jun 09 - Aug 09 Shenyang, China

Marketing Assistant and Sales Assistant

- Assisted developing of Real Estate market
- promoted the company through advertising

Kong's Law Office New York, NY

Legal Assistant Oct 10 - Jun 11

- Legal research
- Plain English and Legal Translation
- Summary analysis

Skills & Exams

- Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Minitab
- Python and Java Programming Language
- Candidate for ASA and Series 7, 66, 79 and 27 exams

Interests and Hobbies

- Swimming, Basketball, Tennis, & Rubik's Cube.

References

Corwin, G., Grappo, G. J., & Lewis, A. (2004). How to write better resumes. McGraw-Hill.