

MING LIU

Consulting / Business Analysis / Marketing

ABOUT

In my role, I help my Public Relations department to run efficiently by coordinating projects and completing daily tasks associated with the role while meeting deadlines. Be able to confidently use different sources (e.g. in-house, fee-based and publicly available databases, industry specific journals, etc.) to acquire information on various subjects. Experienced in using, maintaining and updating proprietary databases.



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www.kevin-smith.com

EDUCATION

2015 - 2018

University of Michigan-Flin

Master of Business Administration &
Master of Science in Accounting
Overall GPA: 3.85

2015 - 2018

University of Michigan-Flin

Bachelor of Business Administration
in Marketing
Overall GPA: 3.5

VOLUNTEER

2018 - 2018

IRS | Flint, MI

Volunteer Income Tax Assistance

- ✦ Earned IRS-certification after completing 2 weeks of IRS tax training to prepare individual income taxes returns using tax software TaxWise
- ✦ Provided accurate income tax preparation assistance to low-income individuals and eligible taxpayers
- ✦ Filed Form 8879 and Form 1040 ensuring maximum deductions for all clients through customer service

REFERENCE

MD DUSTIN PAUL

Director, Matrix media limited

Phone: +555 123 5566

Email: dustinpaul@gmail.com

JENSON SMITH

Web developer, Design mate LTD

Phone: +123 5556 4455

Email: jenson.smith@gmail.com

WORK EXPERIENCE

11/2019 -

Present

Amway (China) Co. Ltd., Shenzhen

Public Affairs Coordinator

- ✦ Assisted the project of Build Young Leader (BYL), an undertaking to develop young distributors in Greater China and to build Amway brand image in the new generations
- ✦ Monitored performance data of marketing partners and prepared reports of performance for the GM of Shenzhen office
- ✦ Provided administrative support to ensure efficient operation of GM office
- ✦ Planned and organized various online and offline activities for young distributors

RESEARCH

09/2016 -

08/2018

School of Management | Flint, MI

Graduate Student Research Assistantships

Balanced Scorecard Research

- ✦ Conducted a multi-company research project of Balanced Scorecard to study performance measurement in companies and to measure their financial outcome and success

Stock Indices Research

- ✦ Monitored 56 countries' stock indices activity to analyze the differences before and after major financial crisis
- ✦ Forecasted equity future market trends and its commercial activity on the basis of those indices

Financial Research of U.S. Banks

- ✦ Compiled the data of annual report of U.S. banks in excel and used DEAP to calculate technical and scale efficiencies to investigate and compare the effect of the US banks before and after the 2008 global financial crisis

SKILLS

Software

Word



Access



Excel



DEAP



PPT



Python



Language

Bilingual in English & Mandarin

Core Competencies

Records management, Financial Reporting, Journal Entries, Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information