

Jie Fang

8501 23RD AVE NE, Seattle, WA 98115
305-965-9201 | fangjie1101@gmail.com

EDUCATION

University of Washington
Master of Science in Real Estate

Seattle, Washington/USA
2016.9 -

University of Miami
Bachelor of Business Administration in Finance

Coral Gables, Florida/USA
2013.8 - 2016.5

- **GPA:** 3.8
- **Minor:** Accounting

WORK & LEADERSHIP EXPERIENCE

China Continent Property & Casualty Insurance Company Ltd.
Intern, Accounting Department

Shanghai, China
June 2015

- Manage accounts receivables
- Analyze weekly sales report
- Write report and give advice for each sales department in different area
- Use excels to match insurance certificate with invoice

China Merchants Bank
Intern

Shanghai, China
July.20 – August.15 2015

- Collect firms' certifications and owners' personal information to create basic account and several general accounts
- Recommend additional financial service on their accounts

Chinese Students and Scholars Association
Treasurer

Coral Gables, Florida/USA
April 2015– April 2016

- Make budget for each event
- Do the reimbursement form for each expense
- Write proposal for sponsorship package
- Find sponsors and keep contact

SKILLS, ACTIVITIES & INTERESTS

Languages:

- Fluent in Mandarin
- Conversational Proficiency in English

Technical Skills:

- Visual Studio C++
- Minitab, Stata, Bloomberg, Portfolio123
- MS Word/ Excel/ PowerPoint

Activities:

- Volunteer of Gandhi's Day
- Sponsorship Director of Chinese Lunar New Year