

Career Center

Master's Consulting Resume Example

Duke Student

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EDUCATION

Duke University , Department of Economics <i>M.A in Analytical Political Economy</i> GPA 3.5/4.0 35% Tuition-Waiver Scholarship Coursework: Public Expenditure Evaluation, Intermediate Finance, Fixed Income Securities, Econometrics, Bayesian Game Theory	Durham, USA Aug. 2016-May 2018
Waseda University , School of Political Science and Economics <i>B.A in Global Political Economy</i> GPA Top 5% Matsumoto Kaoru International Scholarship 50% Tuition-Waiver Scholarship	Tokyo, Japan Apr. 2012-Mar. 2016
Boston University , Visiting student in College of Arts and Sciences Coursework: Industrial Organization, Money and Banking, Empirical Economics GPA 3.8/4.0	Boston, USA Aug. 2014-May 2015

INTERNSHIP

China Securities , Investment Banking Department <i>Bonds Underwriting Assistant</i> • Drafted the prospectus for a corporate bond project. Data gathering, financial statements analysis and ratio calculations. Edited documents for debenture bonds scale from \$100 million to \$800 million. (Total \$1.2 billion) • Utilized Shanghai Stock Exchange's 2017 Editing software. Wrote over 100 pages semiannual reports for two corporate bonds • Prepared PowerPoint slides of a CLO (Collateralized Loan Obligation) financing proposal to a commercial bank client. • Represented company in a national trip and conducted compliance risk inspection for a client.	Beijing, China Jul. 2017-Aug. 2017
Deloitte , Strategy Consulting <i>Part-time Assistant</i> • Developed a 2030 mobility plan with an international team for a major automotive company. Received Performance Grade EE (Exceed Expectation). • Conducted desk research, searched and processed market data, interviewed industry experts and wrote interview memos. • Calculated and verified market forecasts. Prepared PowerPoint slides in Chinese, Japanese and English.	Shanghai, China May 2017-Jun. 2017
Mizuho Financial Group , Singapore Office <i>Summer Intern</i> • Rotated in 10 different divisions and wrote daily memos on observed major products and the risk controlling process. • Conducted case study on the human resource system, analyzed the risks involved when operating in foreign environment.	Singapore Aug. 2015

PROJECT EXPERIENCE

Practicum in Visiting Environmental Facilities (semester-long field research project) <i>Project Manager</i> • Engaged in nearly 20 field investigations in environmental facilities such as Tokyo natural gas power plant, J-power Izoko power plant, Yanba Dam, Ashio copper mine. Scheduled meeting with corporates managers, interviewing and data gathering.	Tokyo, Japan Spring 2012-Fall 2014
Hachijō Island Heavy Minerals Survey <i>Supply Team Leader</i> • Maintained supply and supported a survey group of 30 people. Organized transportation for tools to be sent to Hachijō island. • Collaborated with 3 team members to manage assets and maintained all the collected samples valid to be used.	Tokyo, Japan Spring 2013

LEADERSHIP

Waseda University , Public Relationship Division <i>Campus Tour Guide</i> • Guided groups of visitors and students, explained history and culture of the university, answered questions from visitors. Led tours in the Open Campus events for over 3,000 visitors, handled various emergencies during events.	Tokyo, Japan May 2012-Aug. 2014
Sodai Seiyukai (student academic group in political discussion), Planning & General Affairs <i>Secretary</i> • Coordinated Minister Seiji Maehara and Senator Shijiro Koizumi's public speeches at Waseda University. Planned the question section, arranged the conference hall and conducted the security check.	Tokyo, Japan Apr. 2012-Sep. 2013

VOLUNTEER

Ziyang Village Summer School Project , Education and Survey <i>Survey Group Leader /Teacher</i> • Designed a teaching textbook and prepared the teaching tools, coordinated with other six teachers and transformed an abandoned nursing home into a temporary school. Taught English and Japanese for 4 classes of students.	Yichang, China Jul. 2016
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SKILLS & INTERESTS

COMPUTER SKILLS: Python, R, STATA, SPSS, Microsoft Office, Wind
MUSIC SKILLS: Chinese Classical Pipa (Level 10)

LANGUAGES: English, Chinese and Japanese
SPORTS: Figure Skating, Swimming

