

Duan, Mingfei

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SUMMARY OF QUALIFICATIONS

- Have unique negotiating skills to gather necessary resources, prioritize clients and fully grasp opportunities around to attain set goals.
- Perform outstandingly in both independent work and team projects; have creative thoughts, sense of challenge and strong analytical skills.
- Strong personal influence, written and oral communication skills; confidently connects with people of all ages, professional and cultural backgrounds; understand others' expectations and adapt to various cultures and situations.
- Constantly improve through learning and absorbing others' experiences and views.
- Computer competent; demonstrated ability using Microsoft Word, Excel and Powerpoint; Internet research; using office e-mail.

EDUCATION

B.A., Economics, Beihang University, Beijing, China

09/2003-07/2007

3.5 G.P.A.

EMPLOYMENT HISTROY

Investment Advisory Dept., Fortune Securities Co., Ltd, Beijing, China 09/2005-07/2007

- Helped the manager communicate with various departments
- Arranged meetings and listened to opinions of employees and customers
- Forecasted the development trend
- Made recruitment and training plans

Financial Dept., COSCO Logistics Co., Ltd, Beijing, China

07/2003-08/2005

- Reconciled general ledger
- Prepared monthly reports
- Participated meetings to coordinate problems

Tutor, Beijing Education Center, Beijing, China

09/2003-05/2004

- Taught English

EXTRACURRICULAR AND LEADERSHIP ACTIVITIES

- Deputy President, the BUAA Economics Association 2005-2006
- Head of Organization Dept., the BUAA Students' Union 2005-2006

VOLUNTEER EXPERIENCE

- Provided community sanitation service and took care of sick senior citizens 2003-2007
- Helped COSCO Logistics Co., Ltd. set up the Love Fund and made a donation 2007
- Planted trees for Beijing's Green Olympic Games Campaign 2004

HONOR & AWARDS

- First-class Prize in the BUAA English Contest 2003
- Violin: Amateur Level 9 (the highest is Level 10) 2000
- First-class Prize in the Composition Contest in Beijing High School No. 5 2000
- Firs-class Prize in the Vocal Group, the 6th Arts Festival, Xicheng, Beijing 1997

PUBLICATIONS

- "Having is Happiness" in the Hope Magazine, Vol. 43, P 5 04/2004
- "My Teacher" in Selected Compositions, PP 19-20, published by my high school 06/2000