

SUZANNE W

ADDRESS | EMAIL | TELEPHONE

Studying degree in Commerce/Arts:
MAJORING IN INVESTMENT FINANCE, CORPORATE FINANCE AND ASIAN STUDIES

High performing student seeking internship in financial role

- ✦ **Language Skills:** Chinese (Native), English (Fluent) and Japanese (Advanced)
- ✦ **Deep understanding of Asian Culture:** Spent childhood in China before moving to Australia. Undertook exchange and lived in Japan for 6 months.
- ✦ **Strong financial knowledge:** practical experience in a part-time bookkeeping role and 18 months remaining of degree focused on corporate and investment finance.

Specialist Knowledge includes:

Banking Theory & Practice: knowledge about changing composition of Australian financial services sector; credit risk; market risk; and liquidity management

Financial Planning: knowledge and expertise necessary to provide personal financial advice; investments and tools; and importance of superannuation and estate planning

Derivative Products & Markets: understanding of common derivative securities; and applying derivative securities in use of hedging, speculation and arbitrage.

In addition includes: Corporate Finance; Economic & Business Statistics; Financial Accounting; Investment Analysis; and Corporate Accounting

EDUCATION

UNIVERSITY OF WESTERN AUSTRALIA (2011 to Present)

Studying double degree in Commerce / Arts, majoring in investment finance, corporate finance and Asian Studies (including Japanese). ***Passed all modules to date, with distinction or high distinction in 13 out of 21 of these, including 95% in Statistics.***

SOPHIA UNIVERSITY (September 2012 – February 2013)

Studied Japanese culture and international business for 1 semester

GREENWOOD SENIOR HIGH (2007 - 2010) | **TUART COLLEGE** (2010 -2011)

Studied Physics, Maths, Maths Specialist, Chemistry and English achieving TER of 93.4

ACADEMIC PROJECT HIGHLIGHTS

FINANCIAL ACCOUNTING: Exercise was about understanding business transactions performed by accountants and gaining knowledge of whole accounting process. Applying theoretical knowledge to a toys company, analysing data and making financial calculations to align all transactions within the company's balance sheet.

INVESTMENT ANALYSIS: Working in a group, performed range of investment analysis to predict the major factors that would influence the supply and demand of iron over the next 5 years. Researching a specific company (FMG), required to identify risks, strengths and company exposure to the price of iron. Analysed annual reports, Bloomberg trading data, periodicals, and share information to support arguments made.

UNDERSTANDING ASIAN MARKETS: Studied business in China to analyse how company operations differ from Australia. Learnt about the distinction between the two legal systems and used this knowledge to prepare advice that could be given to an Australian senior executive making a business trip to China. This was related to aspects such as language, traditions and culture differences.

POSITIONS OF RESPONSIBILITY

Treasurer for the Japanese Study Society (2013-Present)

Part of Executive Management Team (working with President and Vice President) to manage the society and make decisions related to all activity.

Responsibilities include: running weekly meetings; event decisions; budget allocation; achieving cost savings; and overseeing general finances of club.

- Played instrumental role in organising exchange programme with Japanese university and selecting 10 students from over 40.
- Since taking on role, available funds have increased from \$6000 to \$8000 due to maximising profits from society events that include cocktail dinners, music events and quiz nights.

Mentor to students in Japanese faculty (2012-Present)

- Provide advice and guidance to over 10 students every week, assisting with aspects related to course content, language and exam preparation.
- Prepared number of 'top tips' and talked students through potential problems and difficulties – used previous experience on course to identify likely 'sticking points'.

WORK EXPERIENCE

LAKE TOWN RETAIL OUTLET | Japan

Sales Assistant 2012

- Worked as sales assistant in beauty and cosmetics environment.

PIZZA HUT | Australia

Various roles to Store Manager 2012

- Progressed from cashier to Store Manager in only 2 months.
- Responsible for managing staff, arranging shifts and supervising service provided to customers.

TANGTANG INVESTMENT PTY | Australia

Bookkeeper (Part-time) 2009-2011

- Prepared financial statements for over 100 clients and recorded all business transactions (purchase, sale and cash flow) on QuickBooks.
- Dealt with customer telephone enquiries and provided advice as required.

PERSONAL STRENGTHS

- ✦ **Exceptionally fast learner** – with bookkeeping role, learnt to use QuickBooks software in less than one day
- ✦ **Management potential** – fast-tracked to management position at Pizza Hut after only 2 months in role (compared with normal time-frame of 12 months).
- ✦ **Deal well with pressure** – developed strong resilience from experiencing challenges of adapting to new cultures and languages in Australia and Japan.

ADDITIONAL INFORMATION

- ✦ Gained valuable business experience whilst attending business trips to China and Taiwan with employees of a scientific corporation in 2011 and 2013. Acted as a translator in factories and trade fairs to assist company with sourcing products.

AWARDS

Awarded Greenwood Senior High School **Principal's Award** (2009)
Australia National Youth Science Forum **Final Round Candidate** (2009)
Awarded Greenwood Senior High School **Outstanding Award** (2008)