

Ning (Janice) Xie

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EDUCATION

University of California, Irvine, Irvine, CA 06/2009
Master of Business Administration, Finance

- Related Coursework: Investment, Financial Statement Analysis, Financial Accounting, Corporate Finance, GMAT: 770
- Vice President, China America Business Exchange Association

University of California, Santa Barbara, Santa Barbara, CA 06/2005
Master of Arts, East Asian Studies

- Related Coursework: Math, Statistics, Microeconomics, Macroeconomics

Fudan University, Shanghai, China 06/2003
Bachelor of Arts, Journalism and Communication Studies

- Vice President, Fudan Student Press

EXPERIENCE

Beacon Pointe Advisors, Newport Beach, CA 6/2008~9/2008
Research Analyst, Intern

Provided independent research and valuation supports to institutions and high net assets individual clients.

- Conducted research to identify the best investment managers available for clients based on their unique income needs and obligations. Tracked due diligence of focused managers to ensure consistent performance, and offered recommendation to the Investment Committee to replace managers with weak performance.
- Developed a valuation model to conduct thorough research on all aspects of manager information. Built a new system for monthly/quarterly client reports.
- Provided independent research white paper to clients, enabling them greater knowledge about market environment and developed strategies regarding their investment portfolios.

Shanghai Joyful Media, Shanghai, China 7/2006~6/2007
Account Associate

Involved in all facets of the day-to-day execution of client's accounts, developed marketing plan, promotion budgeting, provided media communications and general account administration with a leading media & communication company.

- Conducted marketing and communication research, developed media strategy to meet client's marketing objectives, secured consumer press coverage using various media outlets.
- Involved in planning budgets for projects, promotional activities for clients based on financial forecasts and marketing plans, measured media effectiveness to evaluate projects and increase ROI.
- Developed content for press releases, speeches, presentations, marketing plans, and periodic special publications (annual reports, etc.). Managed a strong relationship with media community, including TV, Magazines, Newsletters, Radio, Press Conference, etc.

University of California, Santa Barbara, CA 6/2005~6/2006
Lecturer, Academic Coordinator

Taught language courses, developed Education Abroad Program.

- Taught language courses, supervised seven teaching assistants, and administrated workshops for training. Student satisfaction level increased by 15%.
- Developed strategy to expand the EAP in China, assumed primary responsibility for conducting budget planning, expanding student enrollment, marketing the program, and obtaining the financial resources necessary to implement the program.

Shanghai TV Magazine, Shanghai, China, 06/2002~6/2003
Journalist, Intern

Responsible for writing news stories for the largest weekly television magazine in Shanghai and vicinity.

- Reported on a variety of city-wide issues and provided weekly coverage of local entertainment events.
- Provided general support for research, writing, editing and proofreading.
- Distilled headlines and summarized abstracts of news for weekly editorial meeting.