**Peipei Wu**

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**Objective**

To obtain a Part-time internship in Finance industry

**Skills & Expertise**

Excellent time management skills and ability to multi-task and prioritize work

Excellent communication, writing, speaking, phone and listening skills

Attention to detail and problem solving skills

Strong organizational and planning skills

Self-motivated, quick thinking and fast learner

Accounting, Financial modeling and Photo & Video editing, SAS, R STUDIO

Bilingual in English and Mandarin (Native)

**Education**

***University of Bridgeport, Bridgeport, Connecticut***  Jan 2019 Analytic and System (MS) - Present

***University of Bridgeport, Bridgeport, Connecticut***  Dec 2017 Master of Business Administration (M.B.A.) Concentration: Finance GPA: 3.5/4.0

***University of Bridgeport, Bridgeport, Connecticut***  May 2015

Bachelor of Science Major: Finance GPA: 3.5/4.0

***Anhui Science and Technology University, Anhui China***  July 2013

Bachelor of Science Major: International Economy and Trade

**Experience/Internships**

**Financial Analyst** May 2018 – October 2018

Hyde Park Investment Services Wall St, New York

* Leverage Portfolio Visualizer, Yahoo Stock Screener, and MorningStar to perform equity research, due diligence, and management pitches for companies with an annual revenue ranging from $3.5 to $4 billion and $35 to $40 billion financial analyses, reports, and presentations for executives, financial modeling including 3-statement LBO modeling.
* Develop and analyzing to track key business metrics such as cash flow and working capital management
* Complete different types of valuation, including DCF, trading comparison, historical comparison and data sensitivity analysis;
* Analyze Partners with business leads to increase efficiency throughout the Company and identify trends
* Record maintain detailed financial models to support both short-term and long-term strategic plans

**Finance Executive Assistant** June 2018 - October 2018

Thor insurance Brokerage Inc Great Neck**,** New York

* Organize the client information and data analysis
* Prepare financial summaries, forecasts and analyses for management
* Assistant licensed brokers in writing up insurance applications
* Follow up in a timely and efficient manner with inbound leads
* Book travel arrangements: including flights, car services, hotels and itineraries
* Schedule meetings and appointments
* Assist in the preparation of regularly scheduled reports

**United Nations Reception Intern**  UN July 2018

* Greeting and directing the National ambassadors and introducing event theme
* Maintain the good order of the United Nations conference
* Translate for guest
* Ad Hoc duties and special projects as needed

**Financial commissioner/accountant** May 2017- to July 2017

100 Innovation & Designs Co. Ltd Shandong, China

* Maintain journal entries and perform general ledger analysis
* Prepare balance sheet, profit and loss statement, payroll reconciliation and additional reports
* Develop new clients and maintained relationship with current clients
* Collect scrubbed and processed companies financing information
* Connect with banks, agencies and relevant agencies
* Record daily and monthly expenditures and revenues

**Volunteer Income Tax Assistance (VITA) – Tax Preparer** Nov 2014- April 2015

*University of Bridgeport* Bridgeport, Connecticut

* Prepare Federal and State tax returns for students and complete tax form

**Student Clerk**  Dec 2014- Jan 2015

*University of Bridgeport, Mailroom*  Bridgeport, Connecticut

* General warehouse operations, load and unload packages, shipping and receiving, movement of material, package tracking, and transportation / distribution.

**Sales Associate**  May2013 - Aug 2013

*Yi Jian Zhong Qing* Anhui, China

* Promoted various flavors, ensuring clients’ satisfaction and maintaining long-term relationship
* Managed the supply chain and collaborated with different sale departments for smooth business operation
* Calculated the revenues and net profits, and forecasted future income trends
* Trained new staffs