

Mei-Ling Liao

Suite 5, 5F, No.48, 39 Lane, Chu-Lin Rd
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- OBJECTIVE** To obtain a position utilizing my various skills in financial field.
- EDUCATION**
- Master of Business Administration (MBA)** April 1996
Concentration: Finance
- Master of Science in Management of Information Systems** April 1996
Concentration: Database Design and Process Redesign
Joseph M. Katz Graduate School of Business. University of Pittsburgh, Pittsburgh, PA
- Bachelor of Arts in Economics** June 1988
Tunghai University, Taichung, Taiwan, R.O.C.
Completed 152 credits while working 20 hours per week.
Academic scholarship in all years, ranked #1 highest grade in 1984 class.
- EMPLOYMENT**
- Citibank N.A., Taipei Branch, Taiwan** Sept. 1996 - Present
Title: Assistant Manager **Position:** Relationship Manager (RM)
Functions:
- * Conduct industry review for designated portfolio and credit analysis/approval for existing clients on annual basis.
 - * Assist to Senior RM and support to Product Team for credit facility structuring, including debt (NIF,FRN, CB, Syndication), equity (SPO, IPO, ECB,GDR, S&T), FX hedge, Leasing, etc.
 - * Daily contact with clients for operation problem solving.
 - * Work with senior RM for new name development.
- Chinatrust Commercial Bank, Taipei, Taiwan** Nov.1988-Jul.1992
Position : Loan Officer
Functions:
- * Managed complete retail loan services, including business, real estate, car, and personal credit loans.
 - * Responsible for all mortgage operations, including new business development, loan processing, customer services, and reviewed all monthly status reports for accuracy.
 - * Trained and supervised new employees in mortgage loan operations.
 - * Follow up and monitor accounts for possible fraud or bankruptcy.
 - * Worked with attorneys for prompt, efficient collections.
 - * Received an award and promotion for being the outstanding performance employee.
- COMPUTER SKILLS** Strong computer skills evidenced by my MIS degree and two internship work experience in MBA Placement Office in University of Pittsburgh and Computer Aid Inc. in Harrisburg PA while studying in master programs. Proficient in applications such as Basic, COBOL, (Visual)C++, Word Processing, Lotus Applications, ASP, Visual Basic, Harvard Graphics, MS Applications, UNIX, VMS, IEF tools, SQL, Lindo(optimization), MS Access, FoxPro(relational database), and Xcell+(simulation).
- LANGUAGES** Bilingual in English and Chinese, one year study in Japanese.

ACTIVITIES

President of Economics Department Students Association in undergraduate.

Founder of Tzu-Chi College Club in Pittsburgh.

Member of Association of Systems Management (ASM) in the U.S.

Sport team in schools and organizations.