

Nana Jin

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Education

J. Reuben Clark Law School, Brigham Young University, Provo, Utah

Juris Doctor Candidate, April 2010

- Cumulative GPA: 3.53/4.0
- Honors: Dean's List
- Activities: Editor, International Law and Management Review (2009-2010)

Law School, University of International Business and Economics (UIBE), Beijing, China

L.L.B. (Bachelor of Law), July 2004

Work Experience

King & Wood, PRC Lawyers, Guangzhou, China (Summer 2009)

- Performed legal research and drafted legal memoranda regarding corporate and commercial law, foreign investment law, employment law, etc; participated in client interviews and meetings; reviewed and revised contracts; drafted trial pleadings and motions.

Holme Roberts & Owen LLP, Salt Lake City, Utah (Summer 2008)

- Researched and wrote memoranda for numerous areas of the law, including business litigation, property law, water law and corporate law, as well as for banking and investment issues.

Provo City Justice Court, Provo, Utah (Winter Semester 2008)

With Judge Rick Romney

- Briefed and outlined cases to assist the Judge in making decisions.
- Participated in courtroom proceedings.

Bank of China International Trade Settlement Department, Guangdong Branch, Guangzhou

Sales Manager, Product Promotion and Sales Management, September 2006 – July 2007

- Managed the sales and promotional departments of various sub-branches of the Bank of China.
- Promoted a variety of trade finance services to clients.
- Wrote monthly and quarterly reports for the upper management which formed the basis for their decisions on how to direct future business and for the Bank's marketing plans.
- Prepared quarterly and monthly reports, which involved conducting market research, analyzing the status of certain clients, summarizing previous sales techniques and identifying the critical needs of clients.

Assistant Manager, Export Business, February 2005 – September 2006

- Supervised the completion of export documents for high risk businesses.
- Trained new employees of the Bank and its sub-branches in relation to the export business.
- Analyzed export documents to ensure compliance with regulations and identified discrepancies in letters of credit.

Business Associate, International Trade Management, July 2004 – February 2005

- Collected information and inquiries from each of the 27 sub-branches and reported issues to the general manager.
- Streamlined the feedback process between departments to better facilitate communication within the Bank.

Language

English (Fluent), Mandarin (Native)