

NAME

Chicago IL, 60616 | (312) XXX-XXXX | email

TARGET

Career in Accounting

SUMMARY

Qualifications include **Master of Science in Accountancy and Bachelor of Science in International Economics and Trade** with real world business experience in positions requiring detail orientated, excellent negotiation skills, ability to work effectively with diverse groups of people, and the maturity to independently handle considerable responsibility. Be proficiency in Excel, Access, PowerPoint, Outlook, Peachtree, QuickBooks, CAD, and Asana.

PROFESSIONAL PROFILE

- ✓ Accounting professional and current graduate student of Loyola University Chicago's Quinlan School of Business with strong training and skills in **auditing, taxation, accounting, and business management**.
- ✓ A highly-motivated bilingual team player who can accomplish multiple tasks and meet deadlines simultaneously.
- ✓ Team leader for Loyola University Chicago in preparing and competing in the Deloitte Tax LLP FanTAXtic case study competition in November 2014.

Member: ACFE, ALPFA, Ascend, Beta Alpha Psi, IIA, Illinois CPA Society, and IMA

Languages: Fluent in English; Native Language Mandarin

EDUCATION

Master of Science, Accountancy (May 2015)
Loyola University Chicago, Quinlan School of Business

Major GPA 3.94

Bachelor of Science, International Economics and Trade (2009)
Beijing International Studies University

EXPERIENCE

TransUnion – Chicago, IL

October- December 2014

Internal Audit Intern

- ✓ Worked with various members of the internal audit team and management to perform finance audit, such as testing bank and account reconciliation, accounts receivable & payable via SAP and PeopleSoft, and payroll via ADP etc.
- ✓ Assisted in testing and preparing work paper for audits and SOX 404 project.
- ✓ Interacted and assisted with external auditors for doing the finance update testing.

Dream Staffing LLC– Chicago, IL

January 2014

Junior Financial Controller Intern

- ✓ Managed accounts payable via spreadsheet and Asana software to improve the aging performance.

CCPIT TEX – Beijing, China

2009 to 2012

Project Assistant

- ✓ Established a stable and efficient review procedure with the financial department of the Sub-Council of Textile Industry, China Council for the Promotion of International Trade (CCPIT TEX) to maintain cash flow.



- ✓ Played in the team responsible for the conduct of annual China International Knitting Trade Fair for 3 consecutive years. Responsibilities included:
 - Managed accounts receivable processes related to the Trade Fair via Access and Excel software, and made communication between all related parties.
 - Designed the Fair floor plan via CAD software, and oversaw the implementation process on site.
 - Managed publication processes of Trade Fair related materials before and after the Fair.
- ✓ Organized the China representative groups and enrolled them in the 2011 Paris Tex World, European exhibition.
- ✓ Served as the personal translator for the ambassador of Bangladesh during business meeting.

Asina Link Group – Beijing, China

Summer 2006 to 2008

Project Assistant Intern

- ✓ Composed introduction documents with detail accounting analysis for two private equity projects.
- ✓ Assisted the CEO in conducting business negotiations with key clients covering various industries.
- ✓ Developed several customers in the internet service field to increase corporation sales volume.

— *Willing to travel and/or relocate* —