**LU GUO**

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**Education**

August 2018 **BOSTON COLLEGE CHESTNUT HILL, MA**

**CARROLL GRADUATE SCHOOL OF MANAGEMENT**

Candidate for Master of Science in Accounting

May 2017 **INDIANA UNIVERSITY BLOOMINGTON, IN**

**KELLEY SCHOOL OF BUSINESS**

Bachelor of Science in Business GPA: 3.58

Major: Accounting & Finance

**Experience**

Summer 2017 **HOLLEY TECHNOLOGY Ltd. HANGZHOU, CHINA**

**Oversea Sales Clerk Summer Intern**

* Understood oversea customer needs and helped customers solve problems via e-mail.
* Translated specifications for meter sold overseas and explained the specifications to R&D Personnel
* Created contracts, quoted prices, created internal orders, and arranged shipments by operating on SAP

Summer 2017 **HANGZHOU YUHANG ORIENT TAX AGENT Co, Ltd. HANGZHOU, CHINA**

**Tax Accounting Summer Intern**

* Prepared and filed tax declarations for client corporations to Hangzhou Local Taxation Bureau and State Administration of Taxation
* Learned different tax policies by preparing tax for companies in several different industries
* Applied for export tax rebates for export client corporations

Summer 2016 **HANGZHOU XIANGSHENG INDUSTRY Co, Ltd. HANGZHOU, CHINA**

**Financial Accounting Summer Intern**

* Collected and verified original invoices and vouchers
* Entered journal entries using NEWGRAND software
* Sorted and bound accounting documents and composed balance sheets

Summer 2014 **PING AN INSURANCE (GROUP) COMPANY OF CHINA Co, Ltd. HANGZHOU, CHINA**

**Loan Services Summer Intern**

* Introduced the advantages and pricing method of petty loans to borrowers
* Planned repayment schedules for borrowers by calculating and creating time schedules in Excel
* Collected and verified application materials and reminded above 20 borrowers per day of their repayment dates

**Activities**

2017- Present **THE ENGINEERING CENTER EDUCATION TRUST BOSTON, MA**

**Volunteer**

* Consulted the market plan for the Aldrich Center by researching the target market and the competitors
* Advised on the arrangement of the meeting rooms of Aldrich Center

2016 **VOLUNTEER INCOME TAX ASSISTANCE BLOOMINGTON, IN**

**Volunteer**

* Applied tax knowledge by assisting 16 low-income taxpayers to file their Federal and Indiana State tax returns
* Learned tax rules for different countries by preparing taxes mainly for foreign students
* Improved communication skills while interviewing taxpayers
* Got VITA Certifications for Foreign Student Exam, Intake/Interview and Quality Review Exam, Volunteer Standards of Conduct Exam, and Basic Exam

2015 **TECHNOLOGY & BUSINESS ANALYSIS, INDIANA UNIVERSITY BLOOMINGTON, IN**

**Peer Tutor**

* Tutored 40 students by walking around and answered technical or operating questions about Microsoft Excel
* Cooperated with instructor and the other two peer tutors to increase the efficiency of the whole class

2015-2017 **KELLEY CIVIC LEADERSHIP DEVELOPMENT BLOOMINGTON, IN**

**Volunteer**

* Served the community by joining in volunteer work like weatherization and venue decoration
* Improved team efficiency by communicating with teammates
* Cultivated leadership while managing division of work and schedules

**Skills**

**Microsoft Office (Excel ▪ Project ▪ Word ▪ PowerPoint) ▪ Chinese ▪ Chinese Calligraphy**