

# Hung-Mei (Chloe) Tsoi

Flat E, 27/F, T3, The Harbourside, 1 Austin Rd W, Tsim Sha Tsui, Kowloon

E-MAIL: [tsoihungmei@gmail.com](mailto:tsoihungmei@gmail.com) CELL: +852 9692 2868

**Objective:** Seeking a position in the finance field where excellent analytical and technical skills can be utilized

## WORK EXPERIENCE

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### **Vinjak Moda Limited**

*Accountant, Associate*

**Tsim Sha Tsui, Hong Kong**

July 2016 – Present

- Responsible for daily book keeping and preparing daily receipt and payment vouchers
- Handle daily banking transactions and reconciliation
- Prepare monthly financial statements, reports and analysis

### **Boiling Point Group, Inc.**

*Accounting Associate*

**Seattle, WA**

December 2015 – June 2016

- Responsible for assisting accounting works for several regional offices of the company
- Assisted in inventory management, account payable and receivable management, and data organization
- Helped in the preparation of monthly financial statements and contributed to annual financial report auditing

### **ROI3, Inc.**

*Research Analyst*

**Seattle, WA**

December 2014 – August 2015

- Assisted in the development of ROI3's global business plan, including formulating the company's operational strategy for the Chinese market
- Advised the company's executives about the benefits for multinational corporate registration in Hong Kong, including mitigating certain risks of doing business in mainland China
- Managed multiple tasks under time restraints and collaborated with other research analysts to meet project deadlines

## EDUCATION

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### **University of Washington**

*Bachelor of Arts in Economics, Minor in Entrepreneurship*

**Seattle, WA**

June 2015

### **Shoreline Community College**

*Associate Degree of Business Administration*

**Shoreline, WA**

June 2013

- President's List for Recognition of Excellence in Academic Performance

## EXTRACURRICULAR ACTIVITIES

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### **Hong Kong Student Association, Shoreline Community College**

*Secretary*

**Shoreline, WA**

2011 - 2013

- Worked with other student associations to plan, promote and manage multiple student events

### **HEROES Program, Shoreline Community College**

*Member*

**Shoreline, WA**

September 2012 – March 2013

- Volunteered to help new students to integrate into college life

## Skills

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- **Languages:** Mandarin Chinese (native proficiency), Cantonese (native proficiency), English (professional proficiency), Taiwanese (professional)
- **Technical Skills:** Excel, Word, PowerPoint, Chinese Typing