

Tracy Szewai Yim

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EDUCATION

University of Massachusetts

May 2017

Manning School of Business

Bachelor of Science in Business Administration

Concentrations: Accounting and Finance

GPA 3.68 / Major GPA 3.72

RELEVANT EXPERIENCE

Sullivan Bille Group Wealth Management Advisors/CPAs

Jan 2016 – April 2017

Staff Accountant/Tax Practitioner

Tewksbury, Massachusetts

- Audited balance sheet and income statement accounts.
- Prepared basic financial statements and work papers.
- Prepared federal and state income tax return for corporations, partnerships, LLCs, individuals, estates and trusts.
- Provided books and Account management and adjustments.
- Prepared basic financial analysis and forecasting.

University of Massachusetts

2014 – 2016

Tutor

Lowell, Massachusetts

- Assist students in small groups and individually regarding homework assignments, class material review, and exam preparation.
- Provide tutoring for Accounting, Management Calculus, Business Finance, and Economics.
- Offer help and interact with students in a professional manner

Proto Engineering Company Limited

2011 – 2012

Management Trainee

Hong Kong, China

- Processed invoices for payments weekly.
- Executed and assisted basic accounting work, including bank reconciliations.
- Assisted in project proposals.

SKILLS

- QuickBooks, Pro System fx engagement, SAP
- Fluent Chinese (Mandarin and Cantonese) and English
- Microsoft Access Database, Excel, Word, PowerPoint
- Final cut pro X, iMovie, Movie maker, Adobe Photoshop, Lightroom, Photo Impact

HONORS

International Scholars Award

2013 – Present

Dean's List (All Semesters)

2013 – Present

Beta Gamma Sigma

Apr 2016 – Present

RELEVANT PROJECT

Financial Statement Analysis

Spring 2015

Intermediate Accounting I

The Home Depot, Inc. and Lowe's Company

- Analyzed company's financial situation from their financial statements.
- Calculated and analyzed accounting ratios using data found in financial statements.

Marketing Strategy Analysis

Fall 2014

Marketing

Xbox ONE