**Xiaoyi Zhang**

6316816677 • zsherry0803@gmail.com

**Professional Summary**

Recent graduate of Stony Brook University with proficiency in statistical analysis and recordkeeping. Experience in dealing with large data sets using the functional language R and spreadsheet software, as well as the ability to accurately and concisely present information in reports. Excellent communication skills with experience dealing with international clients.

**Education**

**Stony Brook University** August 2015

*Bachelor, Applied Mathematics and Statistics*

University Honors: Dean's List

**Experience**

**Manager Assistant** 02/2012 – current

*Xiaohong Shen* east setauket, New York

* Created detailed expense reports and requests for capital expenditures.
* Ordered and distributed office supplies while adhering to a fixed office budget.
* Answered and managed incoming and outgoing calls while recording accurate messages.
* Worked with management at the project level to ensure expense plans are achieved.
* Met with clients to identify and assess business controls, risks, process gaps and work flow inefficiencies.

**Staff Auditor** Jun 2014 – Aug 2014

*Lin Yuan* Shenzhen, China

* Scanned documentation and entered into the database.
* Produced monthly reports using advanced Excel spreadsheet functions.
* Added new material to file records and created new records.
* Perform large-scale data analysis, Yield optimization and mathematical modeling, Rapid prototyping and deployment of stable and maintainable business solution

**Skills**

**Statistics:** R Language  
Microsoft Excel

**Computer:** Programming Language: C++, Java

Microsoft Word  
Microsoft PowerPoint

**Business:** Budgeting and finance

Staff development

Works well under pressure

Accurate and detailed