**Rannie Lau** 劉蕊 (HK-visa holder)

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### PROFESSIONAL SUMMARY

**Objectives:** New immigrant with over 3 years’ Accounting and Financial Analysis experience in Washington DC. Knowledge in capital market, stocks, bonds, and derivatives. Detail-oriented and passionate person seeking a Financial Analyst position

**Core Competencies**: CPA candidate, Financial Analysis, Data Analysis, Accounting, Detail-Oriented, and Passionate

**Computer Skills**: Excel, SQL, R Programming, SAP, QuickBooks, Hyperion, and BlackBaud Financial Edge

**Languages**: Chinese (Native), English (Fluent), Cantonese (Basic)

### PROFESSIONAL EXPERIENCES

**Community Action Partnership - Washington, DC**

**Staff Accountant 04/2016-03/2017**

* Provided financial analysis and research upon request, improved efficiency by creating a budget template within the accounting system
* Performed analysis on the company’s investment in hedge fund and predicted future returns
* Performed daily cash deposits, Accounts Receivable, Accounts Payable and employee reimbursement, ensured correctness and accuracy in recordings to comply with federal regulations, and company policies and procedures
* Prepared bank reconciliations and helped with month-end closing, which helped to generate monthly financial reports for the board to review
* Performed expense allocations for each department and project using spreadsheet, provided data for department leads and project managers to track their spending and allowed them to make better decisions
* Answered auditors’ inquiries and prepared explanations with required reconciliation reports, enabled the receipt of a clean audit

**The Arc of the United States - Washington, DC**

**Staff Accountant** **10/2013-12/2015**

**Accounting Clerk 07/2012-09/2013**

* Prepared monthly financial statements and variance analysis to the management team
* Built a Customer Credit Analysis Model in Excel and Access by using historical data from the past ten years; the model helped managers to make decisions on customers’ hardship applications
* In charge of receivables from over 600 chapters’ of above $3 million, kept a high collection rate of over 97%
* Reviewed accounts payable to ensure compliance with federal, state and company policies and procedures; processed AP invoices for payments; fixed errors before posting
* Gathered data from each department for annual budgeting, provided monthly analysis on revenues and expenses for each department and project
* Worked closely with the finance team and other departments for yearly external audits, helped in the receipt of clean audit reports for three consecutive years
* In charge of the finance team while the Finance Director was absent, helped with the review of payables and other closing activities, the finance team was timely in its support of other departments during this period

**Yangtze Optical Fiber and Cable Company – Wuhan, China**

**Accounting Intern 02/2012-04/2012**

* Learned Oracle ERP system and Oracle Hyperion Planning
* Helped Cost Accountants generate invoices and match invoices with purchase orders
* Helped with monthly closing, account reconciliation and trail balance review

**Finance Intern 07/2011-08/2011**

**Bank of China - Wuhan, China**

* Greeted bank customers upon entry and assisted them with their needs, received positive feedback from customers, and helped the branch become the most popular one in the community
* Studied and promoted financial products, successfully brought in five new customers over a two month period

### EDUCATION

#### Johns Hopkins University Washington, DC

Master of Finance 2012-2013

**Wuhan University** **Wuhan, China**

Bachelor of Finance 2008-2012