



Ann Smith

Accounting Student

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I thrive on **challenges and ambitious goals**. My greatest strength is the ability to combine my **analytical skills** with well-developed **interpersonal skills**. I can build and maintain **high-quality business relationships**. I am a committed and enthusiastic candidate seeking to become a Finance Management Trainee in an international consulting company.



Experience

2015-08 - 2015-09

Intern

Accounting Firm Ltd / Phoenix, AZ, USA

- Analyzed and approved project expenses.
- Processed expenditure data.
- Cooperated with management.
- Provided administrative support.

2015-07 - 2015-08

Trainee

Construction Office / Phoenix, AZ, USA

- Analyzed construction projects costs.
- Was responsible for contact with B2B contractors.
- Created databases.



Education

2015-09 - present

International Finance and Accounting / Arizona State University / Master's Studies

2011-09 - 2015-05

Accounting / Arizona State University / Bachelor of Science in Accounting

Minor in Asian Languages (Chinese)



Additional Activities

2012-10 - 2015-05

Eastern Relations Student Research Club, Arizona State University

- Organized specialized events.
- Built positive relations with content partners.
- Managed external contacts.



Languages

Chinese

■■■■■
Advanced

Spanish

■■■■■
Basic



Key Skills

Financial Analysis

Market Analysis

Negotiations

Special Event Organization

Interpersonal Relationship Building

Working in an International Environment