

# Jie Li

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## CAREER PROFILE

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- Final year, distinction average Bachelor of Commerce student (majors: Finance and Accounting)
- Conducted financial reviews, analyses, and reporting at KPMG Shanghai and UNSW
- Leadership applied through managing service operations at Macleay Hotel, Sydney
- Organised community events and promoted effectively with a team, raising \$5,000 for 'One Girl'
- Effective communicator from 2 years' experience in customer service and sales positions

## EDUCATION

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### Bachelor of Commerce (Finance and Accounting)

2015 - expected Nov 2017

#### UNSW Sydney

- Distinction average | High Distinction average for finance subjects

### UNSW Foundation Year

2014

- GPA: 9.6/10 | Elected as class representative

## RELEVANT EXPERIENCE

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### Administration Team Intern

Jan 2016 - Current

#### Student Centre, UNSW Sydney

- Analysed budgets and identified inefficiencies in daily operations; reported key findings to management
- Reviewed the website content and structure prior to update; ensuring efficiency in transition
- Developed monthly unit financial-reports, highlighting recent changes when notifying management

### Audit Vacationer

Dec 2016 - Jan 2017

#### KPMG, Shanghai Office

- Led a team of 5 interns to conduct an analytical review of audit documentation for a key client
- Fostered and maintained effective relationships with clients and colleagues
- Reviewed and reported on client accounts and operations daily using advanced Excel analysis
- Prepared financial statement reports and documentation for 50+ clients from diverse sectors
- Completed a 3-day professional training program: client management, negotiation and audit best practice

## ADDITIONAL EXPERIENCE

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### Sales Representative

Jun 2015 - Jan 2016

#### Market Guide, Sydney

- Promoted financial software that provided summaries and prediction of stock and forex markets
- Provided after sales support, guiding clients to improve utilisation and, value-upselling when appropriate

### Hotel Site Team Leader

Nov 2014 - Jun 2015

#### Macleay Hotel, Sydney CBD

- Trained and supervised over 30 staff members in customer service, operations, and safety procedures
- Collaborated to design and implement a new operating procedure, increasing productivity of the team
- Scheduled rosters considering peak periods and oversaw the payroll of 15 staff members
- Promoted to Site Supervisor after 4 months due to improved operations and high customer satisfaction

## EXTRACURRICULAR INVOLVEMENT

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### Fundraising Team Officer

Jun 2015 - Current

#### Arc, UNSW Sydney

- Co-organised 4 events with guest speakers raising awareness and funding for 'One Girl'
- Designed promotional material using InDesign, and marketed through targeted mail and social media
- Engaged the community with a total of 350 guest attendees and \$5,000 raised

**Leadership Program**

Mar 2016 - Current

**UNSW Sydney**

- Undertook training in leadership, promotion, and global-citizenship through a 4-day workshop
- Led tours of 20 new students around campus providing key information and answering queries
- Facilitated student transition into university and increased engagement
- Reached social media targets of 15,000 Facebook Likes (an 11% increase)

**Professional Development Program**

Jul 2015

**UNSW Sydney**

- Completed an intensive 3-day training course in business communication, customer service skills, networking skills and employer expectations in the Australian workplace

**Language Exchange Program**

Jul 2015 - Nov 2015

**UNSW Sydney**

- Met weekly with a diverse group of students; teaching Mandarin and learning Spanish
- Gained further insight into cultural differences and built networks

**TECHNICAL SKILLS**

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- Microsoft Office suite – utilised Excel at KPMG to communicate data-analyses with team and clients
  - SAP (Payroll Software) – trained in and utilised at Macleay Hotel
  - MYOB (Accounting Software) – completed online training course

**INTERESTS**

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- Piano – level 2, played for 10 years
  - Spanish language – intermediate level

**REFEREES**

Joe Sharp  
Auditor  
KPMG, Shanghai Office

Jenny Price  
Manager  
UNSW Student Centre

Contact details available on request

**This student is applying for a position seeking:**

- Academic excellence
- Financial acumen
- Leadership, organisation, and communication skills

**Resume writing tips**

- Use appropriate contact details
- Structure sections to best highlight your relevance for the position (first page information is the most important)
- List the position title first, then the organisation second
- Right justify/align dates
- Content in reverse-chronological order
- Consistent formatting
- Ensure titles are descriptive e.g., 'Accounting intern' rather than 'intern'
- Insert high grades and achievements if it adds value
- Use achievement statements for experience: Action verb + Task + Outcome/Purpose (quantifiable if it adds value)
- Remove old experiences from resume
- You can include interests if space allows and if: relevant, shows commitment, has an achievement
- Be cautious in listing controversial information if not relevant (e.g. political or religious affiliation)