

# Zijia Qiao

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## EDUCATIONAL BACKGROUND

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**McGill University**                      **Master of Information Studies**                      *September 2024 – April 2026 (Expected)*

- Cumulative GPA: 3.88/4.0
- Relevant Coursework: Information System Design, Information Security, Data Mining, Data Science, Database Design & Development, Web System Design & Management, Data Science for Information Professionals, Computer Programming

**University of Ottawa**                      **Honours Bachelor of Commerce (Accounting)**                      *September 2019 – May 2024*

- GPA 8.05/10.00 (Magna Cum Laude)
- Relevant Coursework: Statistics for Management, Business Analytics, Applications of Statistical Methods in Business, Management Information Systems, Management Control Systems, Cyber Security Management, Financial Accounting

## INTERSHIP EXPERIENCE

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**CICC Wealth Management**                      **Sales Department Intern**                      *September – November 2021*

- Assisted the manager in completing the subscription process of clients, operating the platform to fill in clients' information and communicating with clients; Dug deep into the industrial report of bond investment and case analysis of resolving debts.
- Chalked up a giant leap in my communication and problem-solving ability.

**WUYIGE Certified Public Accountants LLP**                      **Audit Intern**                      *November 2021 – March 2022*

- Responsible for carrying out annual audits for the headquarters and three branch offices of Jingwei Textile Machinery Co., Ltd.
- Completed 22 annual audit drafts with flying colors, obtaining the required information from the financial department personnel of Jingwei, such as the local lease contract from the financial staff in charge of Japan and the US branch, external confirmations from the financial staff in charge of bank statements, etc.
- Cooperated with Jingwei's staff to check cash, bills, fixed assets and inventory smoothly and efficiently.
- Became more aware of how crucial the analysis and collection of information and data were to the audit work.

**Sheraton Grand Beijing Dongcheng Hotel**                      **Accountant Intern**                      *April 2025 – August 2025*

- Performed daily cash management tasks, including recording, verifying, and reconciling fund transfers to ensure accuracy and compliance with internal policies.
- Managed accounts receivable and monitored customer payments ensuring timely and accurate posting of transactions in the financial system.
- Assisted in preparing monthly financial statements, balance sheets, and income reports to support management decision-making.

## SKILLS

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**Language:** English (proficient), French (beginner), Mandarin (native)

**Software:** Python, Visual Studio, Altair AI Studio, Microsoft Office, HTML & CSS

**Soft Skills:** Cross-departmental communication and collaboration, project & time management, problem solving