Denise (Yanwei) Zhou

4608 NE 56th ST, Vancouver, WA 98661

(360) 624-1572

[Deniseus100@gmail.com](mailto:Deniseus100@gmail.com)

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Dear Hiring Manager:

It is with great interest that I am looking for a job of Accounting Clerk/Trainee position over Staffing Solutions. I believe I have the background and enthusiasm you are looking for. I was considered as a loyal and dedicated employee. My career goal is to be an accounting professional and make every my endeavor to make my employer successful with my knowledge, creativity, and hard work.

With more than ten years of business experience, I have strong responsibility for multiple tasks and various business skills for problem solving. Completed a business degree with Accounting major from Washington State University, I have worked on several course projects related to accounting associate cases and gained much experience in accounting practice. For example, I successfully completed many case projects providing process accounting journal entries, accounting cycles, bank reconciliation documents, and written auditing reports, especially, AR, AP, and GL working process and documentation are my favorite type of work. I have also gained certification for AP management over online courses.

In addition to the knowledge in accounting principles, I am proficient in Microsoft Office suite and familiar with Microsoft Program 2010, QuickBooks. I am detail-oriented. I have extensive working skills and can perform other duties as needed. I am responsible, workaholic, and self-disciplined. I enjoy working with a team. I can work independently. I am a fast leaner and I can adapt myself quickly to a new integrated business systems. I have the ability to succeed in a fast-paced, ever changing environment. I am also a U.S. citizen with a bilingual, Chinese/Cantonese and English, which enable me to deal with diverse situation when it arises.

Overall, my life goal is to focus my efforts on making your business successful. I would like to bring my enthusiasm and abilities to your company's accounting group. Thank you for your time and consideration. I hope for an opportunity to meet with you to discuss a job position and my background in more detail. Please feel free to contact me at (360) 624-1572 or [deniseus100@gmail.com](mailto:deniseus100@gmail.com). Your interview offer will be much appreciated. Thank you very much!

Sincerely,

Denise (Yanwei) Zhou

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OBJECTIVES

* Accounting Clerk/ Trainee

PROFILE

* More than ten years of management experience in administration, HR, and marketing and sale
* Four years of accounting principle study and familiar with principles of GAAP
* Recognized by extreme responsibility to employers and good communication
* Microsoft Office suite, Microsoft Project 2010, QuickBooks
* Bilingual skills and U.S citizen
* Flexible working schedule as employer needs

EDUCATION

Bachelor of Arts, Business Administration Accounting

Washington State University Vancouver GPA 3.40

Graduation June 2013 CPA Exam Expected 2015

* IBA/BAP membership
* July 2010 Clark College, Phi Theta Kappa membership
* Relevant projects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name |  | Study Area |  | WAUV Term |
| Audit Project |  | Contemporary Auditing |  | Spring 2013 |
| Strategic Plan |  | Business Strategy & Policy |  | Summer 2013 |
| Auditing Accounting IS |  | Accounting Information System |  | Fall 2012 |
| Individual Tax Return Project |  | Taxation of Business Entities |  | Spring 2011 |
| Case Consultancy |  | Advanced Accounting |  | Fall 2011 |
| Case Cost Analysis |  | Cost Accounting |  | Fall 2010 |

EXPERIENCE

Office Assistant

May-July 2007 Dental Instrument Inc., Vancouver, WA

* Process purchase orders
* Complete shipments over QuickBooks
* Manage inventory over QuickBooks
* Customs affairs and deliver goods

Senior Manager

May 1996 – Feb 2006 Datum Co., Ltd. Shenzhen, China

* Management of almost a hundred employees in administrative, HR, marketing and sales
* Decision-maker in company’s routine work and business budget
* Organizing company’s business events
* Assessment of marketing/sales performance
* Director of Board of Directors

Manger Assistant

June 1992 – April 1995 Huanan Trade Co., Ltd. Shenzhen, China

* Trade documentation and Customs affairs
* Bank coordinator
* Public receptions and logistics

ACTIVITIES

Volunteer Oregon Food Bank, Latino Student Association (LSA), Yakima East Valley High School Concert 2012-2013