**YUEZHONG LUO, CPA**

46 East Normal Ave, Apt 39, Kutztown, PA 19530 • 304-695-1782 • [cooluo1@hotmail.com](mailto:cooluo1@hotmail.com)

**PROFESSIONAL SUMMARY**

An accomplished and talented professional with a comprehensive background in accounting as a Certified Public Accountant. Extensive experience with inventory, data entry, receipts, invoices, general ledger entries, account reconciliations, and oversees accounts receivable and accounts payable. Knowledge of GAAP and GAAS. Engages in critical thinking, cost analysis, and prepares financial statements. Thrives in fast-paced environments and short deadlines. Establishes, cultivates, and manages productive relationships. Proficient with Intuit QuickBooks (Desktop and online), Sage Fixed Assets, Drake, Checkpoint PPC, Microsoft Word, Excel, PowerPoint and Adobe Acrobat. Fluent in English and Chinese (Mandarin and Cantonese).

* Accurate
* Initiative
* Detailed / Organized
* Performance-Focused
* Analytical
* Solution-Oriented
* Exemplary Communicator
* Project Management
* Committed to Excellence

**PROFESSIONAL EXPERIENCE**

**St. Martin America Inc. Cressona, PA 01/2020 – Present**

***Accounting Manager***

Manage all aspects of General Ledger. Reconcile bank statements and accounts. Research technical accounting issues for compliance with GAAP. Prepare timely monthly financial statements. Develop business and accounting policies to maintain good internal control.

* Guide and supervisor AR and AP clerks on QuickBooks, basic accounting procedures and monthly report.
* Prepare annual budget as well as provide profit and loss analysis.
* Maintained fixed assets additions, dispositions, and depreciation schedules.
* Post and review accruals & intercompany transactions
* Successfully apply for SBA and PPP loans as well as increase LOC for the company. Maintain good relationship with local banks and manage all loans related documents.

**Claudio & Company, LLC, Morgantown, WV 07/2019 – 12/2019 *Tax Accountant***

Consult and develop Online QuickBooks for clients. Conduct general ledger account reconciliations. Perform monthly revenue review and expense account analysis. Analyze data variances between budget to actual reports. Prepare suggestions and recommendations to management.

* Managed loan, lease, and rental agreements and maintain rollover schedules.
* Collected and reviewed financial and operational information for tax filing.
* Developed tax returns for real state, trust, partnership, and small business clients.
* Counseled and assisted clients in business and tax planning.
* Researched and implemented company policy and interpret guidance for accounting transactions.

**Mustang Extreme Fairmont, WV 04/2017 – 03/2019**

**Environmental Services, LLC**

***Corporate Accountant***

Reconciled complex bank statements, reconciled and maintained supporting work sheets for all balance sheet accounts as well as significant revenue and expense accounts. Managed fixed assets schedules. Prepared and posted monthly payrolls, accrued entries, and intercompany transactions to ensure closing for month end procedures. Overviewed credit card issues for employees and reconciled credit card statements to GL.

* Received bill of ladings and recorded inventory movements and maintained inventory record.
* Prepared inventory report including cutoffs, audit to counts, and reconciliations.
* Assisted in preparing monthly statements, analytical reports, and annual budgets.
* Prepared required documents for external auditors and resolved audit inquiries.
* Evaluated vendor statements to ensure the timely process of payments to reduce late fees.

**Liberty Tax Service Fairmont, WV 01/2018 – 04/2018**

***Seasonal Income Tax Preparer***

Interviewed clients and evaluated financial records. Researched tax laws and identified potential tax deduction options for clients. Prepared individual and small business income taxes for filing.

**Suttle & Stalnaker, PLLC Parkersburg, WV 01/2015 – 01/2017**

***Audit Associate***

Administered comprehensive financial audits, compliance audits and substantive testing procedures. Performed testing procedures to detect unusual financial statement relationships. Implemented internal control and substantive testing. Identified and communicated accounting and auditing matters to seniors and managers.

* Proposed adjusting journal entries and discussed audit findings with clients.
* Prepared PBC (Provided by clients) lists and confirmation requests.
* Documented audit procedures, cross-referenced work papers, and translated legal and financial documents.
* Interpreted for Chinese clients involved in government and commercial business.

**EDUCATION**

Fairmont State University, Fairmont, WV

***Bachelor of Science in Accounting, Graduated Summa cum laude, 12/14***

**MEMBERSHIPS**

Member of Delta Mu Delta – Business Honor Society • Member of Student Accounting Society

**CERTIFICATIONS AND TRAINING**

CPA – Certified Public Accountant, West Virginia Board of Accountancy, 2016

QuickBooks Online Certification

**VOLUNTEER AND COMMUNITY EXPERIENCE**

**Fairmont State University Fairmont, WV 10/2013 – 12/2014**

***Accounting Peer Mentor***

* Assisted students with course materials and exams.
* Counseled students on study habits.

**Volunteer Income Tax Assistance Program Fairmont, WV 01/2013 – 12/2014**

***Income Tax Assistant***

* IRS certified to prepare individual income tax.
* Provided free income tax preparation assistance.
* Assisted clients in tax planning, document filing, and answered tax questions.