

Rosie Fan

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EDUCATION

Bachelors of Science, Business Administration (GPA: 3.60)

Walter A. Haas School of Business, University of California, Berkeley

Minor in Music

Expected Graduation: Summer 2013

EMPLOYMENT OVERVIEW

Professional Experience

Controller's Organization Associate – Finance Compliance Intern

salesforce.com, San Francisco, California

June 2012 – August 2012

Owned Sarbanes-Oxley testing of 11 accounting processes and gained high-level understanding of various processes across the company. Led major Microsoft Excel spreadsheet testing project from startup to implementation and acted as single point of contact. Collaborated with senior-level management from Finance Compliance as well as other departments and companies on high-visibility, high-impact projects such as FY13 Q2 Earnings Release.

Business Development Intern

Identified.com, San Francisco, California

October 2011 – December 2011

Worked directly with Director of Business Development to conduct market and venture capital research for fast-growing technology start-up company. Utilized salesforce.com to research and Microsoft Excel to manage huge database of over 1,000 potential clients and investors.

Administrative Assistant / Front Desk Receptionist / Finance Assistant

English Department, University of California at Berkeley

April 2010 – May 2012

Directly assist professors, staff, and students with problems or concerns. Work with other student employees and staff on projects to increase efficiency of department office. Perform data collection and research. Answer telephone and email inquiries. Managed an average of 10-15 room reservation requests per week for department facilities that hold between 30-155 people. Collaborate with financial analysts to prepare and process disbursements and direct vouchers worth up to \$4,500 for the University of California, Berkeley accounting and payroll system.

Leadership Experience

Social Chair

Nikkei Student Union, University of California, Berkeley

May 2011 – May 2012

Research, plan, and supervise multiple events involving up to 60 people over the course of the year. Consistently attend and contribute to weekly meetings and collaborate with other club officers regarding upcoming events. Helped increase membership and attendance 10-15%.

HONORS AND AWARDS

Distinction in General Scholarship

University of California, Berkeley

May 2010 - Present

Mark of achievement given to top percentage of students by GPA.

SKILLS AND INTERESTS

Computer Skills: Proficient in Microsoft Office and Visio, Adobe Photoshop, iWorks, PC and Mac.
Languages: Mandarin (conversational).
Interests: Fencing, Piano, Singing.

REFERENCES – available upon request