

Li Zhao

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## OBJECTIVE

I am a highly motivated, self-disciplined new graduate with an MBA in Accounting seeking an accountant position.

## EDUCATION

|                                   |   |                   |
|-----------------------------------|---|-------------------|
| <b>MBA&amp;B.S. in Accounting</b> | Husson University, Bangor, ME                   | Jan 2012-May 2015 |
| <b>B.A. in English</b>            | Huazhong Normal University, Wuhan, Hubei, China | Sep 2007-Jul 2011 |

## RELATED EXPERIENCE

- **Financial Intern at China Construction Bank (CCB)**.....May 2014-August 2014
  - Advised new customers on how to make deposits and withdrawals from their accounts, and showed them how to fill out various forms
  - Reviewed quarterly, monthly, and yearly financial statements of various companies seeking loans with from CCB
  - Provided financial analyses, interpretation, and evaluation of the bank's budgets in order to forecast future business
- **Volunteered as a tax preparer at Husson University for low income individuals**.....March 2014
  - Supported low income individuals file income tax returns
  - Offered professional suggestions to taxpayers and updated their tax law information
- **Volunteered as Chinese Teacher in the Bangor Chinese School**.....May 2012-August 2012
  - Taught American adults and youngsters basic Chinese language and culture
  - Communicated with students' parents concerning their studies and progress
- **Bookkeeper, Xiantao Gulou Hotel**.....Sep 2005 - Jan 2012
  - Recorded general journal in details and given suggestions to control hotel budget
  - Analyzed business situation to compare with other similar hotels
- **Sales Representative, Shenzhen Shining Ocean International Logistics Corp.**.....May 2011-July 2011
  - Emailed and telephoned SSOCILC corporate information to potential customers
  - Developed new customers and maintained old customers, such as send thank you letters each week
  - Provided information about sea freight, warehouse, and customs clearance to foreign customers
- **English Teacher, Yangguang Training School**.....June 2010- July 2010
  - Responsible for teaching English courses to middle school students
  - Taught students how to communicate with classmates in English
  - Created exams and homework for students, and evaluated their work

## STRENGTHS

Hard working, self-disciplined, self-motivated, quick learner, analytical, able to prioritize, know limitations and willing to seek advice.

A bookkeeper and receptionist in a very famous local hotel for seven years wants to be a professionally accounting clerk.

## SKILLS

Bilingual, Excel, Word, Power Point, QuickBooks, Marketing Research, Customer Service

## LANGUAGES

Mandarin Chinese, English, and limited Japanese