

Xiaoxia Zhang
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- Related Skills:**
- Possess in-depth knowledge of accounting
 - Over 4 year's quality customer service experience
 - Hands-on tax experience
 - Ability to do prompt and accurate work
 - Ability to work independently and as part of a team
 - Good computer skills, including Windows and Excel
 - Bilingual with fluency in Mandarin and English
 - Detail oriented, good organizational and management skills

Education: Bunker Hill Community College	Boston, MA
Taxation Certificate Program	Expected in 2016

University of Massachusetts Amherst, Massachusetts	Amherst, MA
B.S. in Business Administration	Awarded in 2010

Experience: State Street Corporation	Boston, MA
Security Valuation Intern	03/2015 – Present
<ul style="list-style-type: none">• Accurate and timely submission of prices for all securities into the accounting system• Coordinate and communicate with coworkers to ensure consistent pricing• Create various daily reports• Work to enhance current processes	

Bunker Hill Community College	Boston, MA
Volunteer Income Tax Assistance	01/2015-04/2015
<ul style="list-style-type: none">• Performed a community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue• Assisted taxpayers in filling out tax returns• Helped more than 200 residents complete their tax returns	

Karma Restaurant	Westford, MA
Front Desk Coordinator	03/2012-Present
<ul style="list-style-type: none">• Receive payment from customers• Calculate total amount of money transaction for the day• Act as a communication source between the management and the customer• Answer customer questions; resolve complaints	