**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**

**MBA&B.S. in Accounting** Husson University, Bangor, ME Jan 2012-May 2015

**B.A. in English** 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