**Xiaoxia Zhang**

**33 Cory St Apt 827, Charlestown, MA 02129**

**917-330-0802**

**Xiaoxiazhang090@yahoo.com**

**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**

* 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**

* 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**

* 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