

Meng-Chuan (Gwen) Chung

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EDUCATION

University of Southern California, Marshall School of Business

Master of Business Administration, International Business, Entrepreneurship

Los Angeles, CA

August 2013

Yuan Ze University

Bachelor of Business Administration, Accounting

Zhongli, Taiwan

June 2006

EXPERIENCE

Audit/Accounting Firm

Assurance Manager

Los Angeles, CA

February –July 2014, January 2017 – Current

Provided SOX, GAAP, tax reforms, and financial planning & accounting consultancy to clients in real estate fund, investment, medical, cosmetic manufacturing, and IT services industries.

- Managed audit department and Created internal standards of auditing in order to enhance internal efficiency and quality of auditing as well as to comply with SOX, new GAAP, and related regulations

Valetina Diamonds Inc

Accounting/Operations Manager

Los Angeles, CA

January 2016 – January 2017

Instruct and manage department heads to resolve day-to-day issues. Build and implement internal controls and standard procedures on inventory and finance at a fast growing start-up. Create solutions to improve organizational efficiency.

- Customized Inventory control sheet to track physical in and out movement of inventory, complementing the limit of IT system
- Oversee the operations and bridge between high-level and low-level management teams, attuning the team to take positive actions and to achieve organizational goals

Crowne Plaza Hotel

Controller

Greater Los Angeles, CA

August 2014 – December 2015

Managed and oversaw the operations and cash flows of the hotel, prepared monthly, quarterly and annual financial statements, and improved the business efficiency.

- Lowered 33% regular cash level by means of monitoring and managing cash flows and the debt level, and analyzing the variances between budget and actual financial results
- Oversaw the operations, communicate with seven department heads, and complete budgets on the revenues and costs for the hotel restaurant and bar businesses, achieving the goal of 5% constantly increase in actual annual NOI
- Prepared monthly financial statements, conduct day-to-day revenue and month- and year-end closing, review bookkeeping, monitor inventory and corporate accounts, and comply with business and taxation regulations

Crowne Plaza Hotel

Accounting Manager

Greater Los Angeles, CA

November 2013 – February 2014

Recommended and conducted strategic improvements of business processes to enhance the efficiency of the organization; developed and implemented internal controls from scratch.

- Assessed risks of inventory controls and recommend strategic improvements of business processes in order to enhance internal efficiency as well as to comply with SOX

Kaiser Permanente

Business Consultant (Business Consulting Project of USC Marshall)

Los Angeles, CA

March 2013 – July 2013

Optimized business processes and developed a staffing workload model in compliance with the Affordable Care Act.

- Identified key drivers and activities of business processes through conducting interviews; developed a dynamic workload model to resolve staffing needs
- Recommended strategic improvements of business processes for healthcare insurance department in order to enhance internal efficiency as well as to comply with healthcare reform regulations

KPMG

Supervising Senior Auditor

Taipei, Taiwan

2007 - 2011

Managed relationships with 30+ clients and led cross-segment teams to perform auditing for multinational corporations in luxury retail, manufacturing, logistics, and IC design industries; identified critical financial and tax issues for clients; mentored subordinates.

- Managed a relationship with local textile giant Makalot and aligned global auditing procedures with the client's five CPA firms for ten overseas branches in less than one month

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- Executed cases, from draft to delivery, for the largest clients in the group; conceptualized tasks and delegated to subordinates according to their personality profile and skill set, and consistently achieved 100% on-time issuance, even with constrained human resources
- Led seven cross-segment subordinates to develop complex tax returns for Siemens within two months
- Identified critical financial issues for clients, such as Maersk, Expenditor, Bulgari, Bottega Veneta, GUCCI Watch, EETI, and consulted clients' financial executives on strategic improvement for internal control processes in compliance with SOX.
- Coached ten subordinates intensively regarding client communication and efficient auditing practices; personalized mentoring messages according to subordinates' personalities and career development, maintaining a 100% retention rate
- Co-directed internal technical departments to test two prominent local clients' operation performances, and recommended strategic operational improvement to clients for GAAP compliance
- Motivated reluctant subordinates, successfully transforming these subordinates into team leaders in the following years

Grand Bazar Trading Corp.

Taipei, Taiwan

Customer Relations and Budgeting Manager

2011 – 2012

Managed and cultivated relations with customers for current and future business opportunities; supervised funds and managed budgets.

- Enhanced current and future product retail sourcing opportunities; held sales events resulting in a 30% increase in half-year revenue, 70% decrease in unsold inventory, and 8% increase in new customers
- Prepared financial statements, forecasted future trends, and managed quarterly budgets, achieving 100% of budget goals
- Created an inventory control spreadsheet, which later became the internal standard within the company to maintain stocks

Grand Bazar Trading Corp.

Taipei, Taiwan

Customer Preference Specialist

2006 – 2007

Managed customer relations; selected and sold luxury products.

- Selected trendy products including clothing, bags, shoes and accessories according to target customers' tastes for Fall/Winter Collection, resulting in all products being sold-out

ADDITIONAL INFORMATION

- Languages: English (fluent), Mandarin (fluent), Japanese (basic)
- Interests: hiking, skiing, traveling, cycling, tennis, and taekwondo