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| **JEFFREY CHEUNG**  (646) 255-3847 | Jcheung456@gmail.com | Manvel, Texas | Linkedin.com/in/jeffrey-cheung1 | | |
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| **EDUCATION** |  | |
| C.T. Bauer College of Business, University of Houston, *Houston*, Texas | | |
| **Bachelor of Business Administration in Accounting and Management Information Systems** | | Fall 2020 |
| Cumulative GPA: **4.0** / Major GPA: **4.0** |  | |
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| **ACADEMIC PROJECTS** |  | |
| **Prudential Financial Planning Corporate Project** | Fall 2017 | |
| GENB 3302: Connecting Bauer to Business, University of Houston*, Houston*, TX |  | |
| * Led a team of 7 on a weekly basis to research data on both the effects and value of financial planning and to analyze the necessity of understanding financial resources available to the public * Delegated duties to ensure that our team of 7 will meet the requested deadline by the advisors * Successfully presented core problems and confusion about financial planning to Prudential advisors | | |
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| **EXPERIENCES** |  | |
| **Financial Assistant** | Summer 2018 - Present | |
| University of Houston Law Center, *Houston¸* Texas |  | |
| * Reconcile over 100 expenses and accounts payables monthly to ensure accuracy for the end of month report * Review vouchers, requisitions, and journal entries for appropriate documentation for over 50 cost centers * Contribute to the duties document to guide new student employees on updated procedures regarding documentation, reconciliation, and reviewing * Assist supervisor with management such as delivering confidential documents to their respective locations | | |
| **Server** | Summer 2015 | |
| Marble Slab Creamery, *Pearland*, TX |  | |
| * Supervised two new employees on the specific duties, equipment, and safety procedures required everyday * Communicated effectively and resolved customer’s questions and concerns in a timely manner * Utilized POS systems to perform financial transactions, including cash, debit, and credit card transactions | | |
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| **EXTRACURRICULAR ACTIVITIES** | | |
| *Management Information Systems Student Organization (MISSO)* | Fall 2018 – Present | |
| **Finance Officer** |  | |
| * Facilitate and fund the student organization’s activities to serve over 400 student members * Maintain control on a budget of over $25,000 to ensure proper funding is available for 15 other officers * Oversee the expenses, revenues, and invoices to 5 company sponsors to ensure accurate financial documentation * Achieved the top 3 most active member out of over 400 people and Member of the Month (October) by participating in over 3 different committees. | | |
| *Emerging Leaders Academic Success Program (ELASP)* | Fall 2017 – Spring 2018 | |
| * Participated in 3 monthly socials with Peer Leader to create a fun and exciting environment for 15 members * Interacted with at least 15 cohort members biweekly to expand networks and interactions between individuals * Engaged in 7 open table discussions per semester with cohort members to develop leadership skills in subjects such as speaking publicly and adapting to a constant changing environment. | | |
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| **SKILLS** | | |
| * Microsoft Excel, PowerPoint, Word, Outlook, SDLC * Fluent in English and conversational Cantonese Chinese | | |
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| **HONORS AND ACHIEVEMENTS** | | |
| Dean’s List | Fall 2017 - Present | |
| Emerging Leaders Academic Success Program Scholarship | Spring 2018 | |
| Academic Excellence Scholarship | Fall 2017 - Present | |