**Kexin (Carrie) Chen**

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**Education**

**Boston University Questrom School of Business** - Boston, MA May 2021

Bachelor of Science in Business Administration (Expected Graduation)

Concentration in Accounting, Information System and Law

Major GPA: 3.7

Will finish 100/150 credits hour toward CPA by June, 2019

**Work Experience**

**States Attorney Office-Boston Office** – Boston, MASeptember 2018 – December 2018

**Legal Intern**

* Provided legal advice to underrepresented minorities
* Consulted with the head attorney
* Conducted multiple on-site investigations regarding worker’s rights

**AC LION** – New York, New YorkSeptember 2017 – December 2017

**Finance Analyst**

* Executed excellent customer service and maintain relationship with clients’
* Basic Excel skills
* Obtained new clients (Baked by Alyssa)

**Dunlap & Moran** – Lakewood Ranch, FL September 2015 – May 2016

**Real Estate Law Representative**

* Drafted settlement packages for clients
* Managed communications with clients
* Organized schedules and files

**Leadership & Involvement**

**Boston University Business Law club** - Boston, MA January 2019 – Present

**VP of Finance**

* Collaborated with Presidents
* Utilized to excel for budgets and bookkeeping and planned professional networking events

**Boston University Finance and Investment Club** - Boston, MA January 2019 - Present

**Junior Analyst**

* Collaborated with Senior Analysts on research
* Evaluated on different company products

**Boston University Women’s Varsity Golf Team** - Boston, MAJanuary 2018 - May 2018

* Competed in a Division I conference
* Ranked #4 on the team

**Spell Initiative** - Sarasota, FLSeptember 2015 - May 2017

**Co-Founder & Chief of Staff**

* Goal was to break down cultural barriers with children from different countries
* Recruited new members & oversaw staff and distribution

**Wisdom Cultural Education** - Fremont, CASeptember 2013 - September 2015

* Travelled to third-world country to teach English and cultural exchange
* Led activities and collaborated with teachers

**Skills and Awards**

**Skills:** Fluent in Chinese (Mandarin and Cantonese), MS Access, Salesforce.com, PowerPoint, Excel, Financial Modeling

**Community Service:** Presidential Award-Recognized for devoting over 500 hours to community service.

**Sports (Golf):** Top 3 finishes at National Tournament, Top 3, Three times in Florida State; Highschool Regional Champion, Finished 8th in State

**Interests:** Golf, Snowboarding, Track, Gym, Travelling, Hiking, Photography,