

# Lei Jiang

2A Accounting and Financial Management  
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## **EMPLOYMENT SKILLS**

- Accounting expertise
  - Experience in preparing journal entries, data entering and financial statements
  - Skilled with Microsoft Office (Word, Excel, PowerPoint) including VBA experience
  - Able to work both collaboratively and independently as required
  - Professional communication skills developed through customer interactions
  - Fluent in English and Mandarin
- Programming expertise
  - Experience in HTML, CSS, JavaScript
  - Knowledgeable about software development methodologies such as agile and waterfall
  - Proficient with databases including SQL and mongoDB

## **EDUCATION**

Candidate for Bachelor of Accounting and Financial Management, University of Waterloo, Waterloo, Ontario, September 2015 – present

- Gained understanding of accounting documents and procedures through projects
- Improved teamwork and interpersonal skills through group collaboration

## **WORK EXPERIENCES**

### **Treasurer, Student Works Painting (KW Franchise), July 2016 – August 2016**

- Kept record of employee hours and submitted biweekly payrolls
- Performed book keeping and record keeping tasks along with financial statements preparation
- In charge of financial planning and company budgeting

### **Credit Card Centre and Personal Business Loan Centre Division, Bank of China, May 2016 – June 2016**

- Reviewed customer documents to ensure that they met the necessary requirements
- Verified data accuracy
- Introduced different credit card products to customers and suggested them the best choice

### **Receptionist, Ye's buffet, Waterloo, Ontario, May 2014 – July 2014**

- Provided excellent service to customers by preparing and serving food in a timely manner
- Took orders through both the telephone and in-person
- Maintained and restocked inventory.

## **ACADEMIC ACHIEVEMENTS**

- University of Waterloo Merit Scholarship
- Academic Honour Roll for achieving of at least 80% throughout high school

## **INTERESTS**

- Learning the latest financial and investment news from Bloomberg and the Wall Street Journal
- Playing tennis and swimming as well piano in my spare times